

Position Description

POSITION PROFILE

Position Title: Eastern Oregon Science Journals Student Assistant Editor

EOU Department/College: English/Writing Program, CAHSS

EOU Supervisor Title: Amy Yielding, Professor, Chair, Mathematics

Typical Job Duration: Expected to start this academic year and continue into the next academic year as Editor.

Job Level: \$13.20, level 1

Type of Schedule/Typical Hours: Flexible, based on publication deadlines and meetings. Expected to hold regular office hours for managing journal tasks.

Typical Number of Hours Per Week: The position is expected to require 10-15 hours per week, with possible increases during busy periods such as near publication deadlines.

POSITION INFORMATION

Student Position Description Summary:

The Eastern Oregon Science Journal and Eastern Oregon Social Science Journal are seeking an assistant editor for this academic year with the successful candidate continuing on into the editor position. It is expected that the hire will continue as the editor through next academic year. Successful candidates have experience: using desktop publishing programs, maintaining webpages, working in a small team, communication skills, and time management.

Job Duties/Responsibilities/Essential Functions:

- Maintain and update the journals' webpage.
- Edit and compile manuscripts for publication.
- Communicate effectively with authors to discuss changes and updates to submissions.
- Liaise with the printer to ensure timely and quality publication.
- Manage and update the journals' cabinet in Badgely Hall.
- Attend and contribute to journal meetings.
- Transition into the role of Editor following the current editor's departure.

HIRING CRITERIA

Minimum Qualifications:

- Full Time On Campus Student, Minimum GPA 2.0.

Preferred Qualifications:

- Students with an interest in publishing or previous publishing experience will be given preference.

Desired Knowledge, Skills & Abilities:

- Proficiency with desktop publishing programs.
- Ability to maintain webpages.
- Strong communication skills and effective time management.
- Ability to work collaboratively within a small team.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop skills in scholarly publishing and editorial processes.

Industry Learning Outcomes:

- Gain practical experience in managing and producing academic journals.

Career-Readiness Learning Outcomes:

- Enhance professional skills in project management, communication, and leadership.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework