

Position Description

POSITION PROFILE

Position Title: Oregon East Managing Student Editor

EOU Department/College: English/Writing Program, CAHSS

EOU Supervisor Title: Eliot Treichel, Assistant Professor of English/Writing

Typical Job Duration: Typically aligned with the academic year, potentially including summer depending on publication needs.

Job Level: Level 4, \$14.70 / hour

Type of Schedule/Typical Hours: Part-time; flexible hours primarily during weekdays to align with university business hours and publication deadlines. May require additional hours during peak production periods.

Typical Number of Hours Per Week: 10-15 hours, potentially up to 20 hours during busy weeks leading up to publication deadlines.

POSITION INFORMATION

Student Position Description Summary:

The Managing Editor serves an important role in the operation and stewardship of Eastern Oregon University's student-run literary journal, Oregon East. Working closely with the faculty advisor and practicum students, the Managing Editor will assist in the day-to-day administrative tasks required to maintain the journal and uphold the journal's publishing schedule. The Managing Editor position is a rare opportunity to learn the demands of a

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professional editing job and to work collaboratively with others in a “real world” environment. The position requires (and will help hone) a range of skills in teamwork, in financial and organizational management, in professional and technical editing, and in critical reading and judging of submissions.

Job Duties/Responsibilities/Essential Functions:

- Assist the faculty advisor in staying up to date with the day-to-day administrative tasks of running a literary journal.
- Call for submissions of writing and artwork through campus media and other means.
- Help practicum staff meet deadlines of publication schedule.
- Read manuscripts and inform decisions on accepting and rejecting work.
- Proofreading and copy editing.
- Regularly update the Oregon East Blog.
- Contribute to the layout and design of the print magazine.
- Create and submit a budget to the Student Fees Committee.
- Orientate any new editors.
- Attend weekly meetings.
- Distribute the annual Oregon East print journal.
- Promote Oregon East and the Oregon East Blog across campus and with community partners.

HIRING CRITERIA**Minimum Qualifications:**

- The Managing Editor must be a part-time upper division or graduate student of Eastern Oregon University.
- The applicant must be an upper division student in good standing with the university and have completed a minimum of twelve credit hours of creative writing (fiction, poetry, and non-fiction).
- The student must also pass a background check pending employment offer.

Preferred Qualifications:

- Previous practicum experience with Oregon East, or previous staff experience on other literary journals or periodicals.
- Upper-level coursework in publishing, editing, or creative writing.
- Experience and/or knowledge in respective field of writing.

Desired Knowledge, Skills & Abilities:

- Strong editorial and proofreading skills.
- Experience in magazine layout and design.
- Proficiency with publishing software and social media platforms.
- Excellent organizational and project management skills.
- Ability to collaborate effectively with a diverse team.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- Enhance skills in editorial leadership, project management, and creative writing.

Industry Learning Outcomes:

- Gain practical experience in literary publishing and media communication.

Career-Readiness Learning Outcomes:

- Develop professional competencies such as teamwork, communication, and strategic planning crucial for careers in publishing, journalism, or related fields.

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