

GSA *The Hilltop Review* Editor Position Search

The Graduate Student Association (GSA) is soliciting applications for its Director and Editor of *The Hilltop Review* position for the 2016 – 2018 academic years (Summer I 2016 through Spring 2018). The service requirement is ten (10) hours per week. Applicants must be able to commit to holding this position for two (2) academic years. The successful candidate will assume office May 1, 2016, but will collaborate with the current *Hilltop Review* Director and Editor starting March 1, 2016 on publishing the spring 2016 issue of *The Hilltop Review*.

Responsibilities

- **Executive Board Participation**

- Serve on the Executive Board of the GSA as the Director and Editor of *The Hilltop Review*
- Maintain good relations and provide monthly updates to the GSA membership and Executive Board
- Attend monthly GSA E-Board and General meetings [2 meetings per month] and GSA-sponsored events to promote *The Hilltop Review*
- Attend GSA-sponsored social events
- Attend yearly GSA E-Board training meetings
- Attend GSA E-Board and Ambassador retreat events
- Join planning committees that jointly benefit the GSA and *The Hilltop Review*

- **Public Relations and Promotion of *The Hilltop Review***

- Prepare Editor's Statement for each issue
- Prepare thematic and philosophical focus for the Call for Papers for the fall and spring issues
- Respond to inquiries regarding *The Hilltop Review* submission and distribution process
- Maintain good relations with Department Chairs, Graduate Directors, and Faculty in order to further the notoriety and reputation of *The Hilltop Review* and to recruit peer and faculty reviewers
- Work with the Director of Public Relations to send announcements about *The Hilltop Review* to WMU graduate students
- Work with other campus and community organizations to increase the profile of *The Hilltop Review*
- Lead the planning of promotional events, with assistance from the Director of Public Relations and the Director of Events, benefiting *The Hilltop Review*
- Seek funds from the GSA and other grant-making agencies on campus to fund initiatives of *The Hilltop Review*
- May be responsible to perform other, unspecified, duties per the request of the Executive Board

- **Editorial Board and Editorial Process: Coordination and Management**

- Recruit and retain graduate students to serve on *The Hilltop Review* Editorial Board, comprised of seven (7) people
- Learn to use Scholar Works to manage the peer review and publication process
- Contact Chairs and Graduate Directors of the home department of the author of a paper submission and request suggestions for graduate student and faculty reviewers
- Contact potential candidates for peer review through Scholar Works
- Ensure there is at least one graduate student and one faculty review for each paper
- Organize the distribution and assignment of papers to *The Hilltop Review* Editorial Board in a blind peer review process
- Organize the copy editing process of the Editorial Board: Assign each editorial board member one paper to review and copy-edit
- Make publication decisions based on the recommendations of peer and faculty reviewers
- Inform authors of publication decisions and pass on reviews to authors
- Organize the Editorial Board's evaluation of the papers and artwork: Send out a copy of each paper and piece of artwork to the Editorial Board and ask them to rank the selections

November 2015

- Use Editorial Board rankings to determine the top three papers, the top creative work, and artwork cover selection
- Provide additional copy editing and comments for each paper submitted, as required
- Use final editorial authority to determine what papers will be accepted for publication in *The Review*
- Other duties as required
- **Publishing and Distribution**
 - Complete final editing of each paper for publication
 - Format graduate student papers that are accepted for publication to fit the journal's style
 - Obtain printing fee estimate from printers and select printer for each issue
 - Complete formatting of the complete issue, including cover, front matter, table of contents, papers, creative work, and artwork in order, pagination, header and footer content, etc.
 - Decide how many issues (a minimum of 1) to print of *The Hilltop Review* each semester based upon the budget as approved by the GSA Executive Board
 - Submit formatted copy of the issue to the printer; receive a draft proof of the issue and approve the draft for final printing
 - Receive *The Hilltop Review* issues from printer
 - Arrange for payment to the printer with the GSA Vice-President
 - Complete digital publication of *The Hilltop Review* via Scholar Works: separate printer's digital proof of the final issue into individual articles for publication and upload full issue
 - Email Department Chairs, Graduate Directors, and Graduate Advisors and peer and faculty reviewers an invitation to view the PDF issue on Scholar Works and in an email attachment
 - Send authors one print copy each, with a letter congratulating them on their published article or artwork
 - The Editorial Board shall determine the distribution process of print copies of *The Hilltop Review* to graduate students and the WMU community
 - Work with the Director of Outreach and Development Programs to complete distribution process
- **Administrative Work and Direction of Administrative Work**
 - Provide direction to the GSA Director of Public Relations regarding website, Facebook and Twitter announcements, and updates concerning *The Hilltop Review*
 - Provide direction to the GSA Director of Public Relations regarding their updating of the journal distribution list
 - Provide direction to the Editorial Board regarding their assistance in the distribution of the journal
 - Print labels and obtain a sufficient number of envelopes and labels to mail the Review if necessary
 - Along with the Editorial Board, distribute remaining issues by hand, including distributing the issues around campus in places where graduate students will have access to the issues
 - Provide one box of print issues to the Dean of the Graduate College

Required Skills

- Writing, editing, formatting, and graphics experience.
- Proficient grasp of proper grammar, spelling, etc.
- Computer skills for editing, writing, graphics, and data input.
- Knowledge of computer programs: at least Microsoft Windows-based programs including Microsoft Office products (e.g. Microsoft Excel, Microsoft Word, and Microsoft Publisher) and knowledge of converting various file formats to .pdf formats
- Ability to analyze and solve complex problems
- Ability to exercise independent and collaborative creative control
- Excellent organizational skills and be able to work under pressure to meet deadlines
- Self-starter with strong self-management skills
- Experience with volunteer recruitment and retention
- Team leadership and development skills

November 2015

- Excellent oral and written communication skills
- Demonstrated ability to develop solutions to challenges with creativity and innovation

Additional Information

- The skills required in performance of the roles of Publisher, Editor, and experience in prior leadership roles will be given greater weight in determining the selected candidate.
- Graduate student currently pursuing a Masters or Doctoral degree
- Reports to: GSA President, Vice-President
- Salary: \$4,000.00 per year (subject for review by GSA General Body)
- Please refer to University policies regarding work on campus
- This position requires a two (2) year term commitment: May 1, 2016 – April 30, 2018

Application Process

Interested individuals may submit the following documents to the GSA President.

All application documents must be submitted via email to gsa@wmich.edu (all electronic applications should be submitted in one combined PDF document)

Application deadline: January 29, 2016 (Incomplete applications will not be considered):

- Letter of motivation.
- Resume.
- Program of study signed by advisor.
- Two (2) letters of recommendation from your primary advisor and a professor. Please ask your recommenders to email the letters to gsa@wmich.edu
- Brief statement providing different publication ideas for *The Hilltop Review* for the first year of the Editor's term.