***Re:Search*, Undergraduate Literary Criticism Journal at Illinois**

**Executive Board Application 2015-2016**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected date of graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Responsibilities for all Executive Board members:

* Attend mandatory once-a-week meetings (dates/time determined by Executive Board)
	+ Actively take notes, ask questions, offer new ideas, provide opposing viewpoints, give frank and thoughtful feedback
* On average, each Executive Board Position will demand at least 3-5 hours per week
	+ Busier weeks may demand more time
* Review submissions for the Submission Review and Final Draft Review
	+ Offer comments on submissions and drafts to return to authors
* Facilitate and/or participate in important journal processes and events such as: Submission Review, Peer Review, Workshops for Authors, Final Draft Review, Recruiting, Publication Launch Party.
* Correspond and collaborate with various University Departments and faculty members on campus, especially the Faculty Advisor and Graduate Advisor for *Re:Search*
* Attend as many events as possible (Recruiting Events, Workshops for Authors, Peer Review Events, Copy Editing Events, and other supporting events.)
* Read and respond appropriately to emails within 24 hours (this is our main method of communication)
* Collaboratively manage and construct a Timeline for the journal via Google Calendar
	+ Insert important dates and events into the calendar when necessary
* Present in classes and at English Department Events on upcoming *Re:Search* opportunities/events (ex: Call for Proposals, Peer Review, Recruiting Events, Copy Editing Orientations, Publication Launch Party)

Important details:

* This position lasts throughout the entire **2015-2016 academic year**
* An Executive Board Member **cannot submit a proposal** for publication in the journal

What *Re:Search* IS:

* A student-founded and student-run RSO (Registered Student Organization); this qualifies us to set up a booth at Quad Day in August
* An official academic publication indexed in the University Library, archived digitally in IDEALS, and searchable on Google Scholar
* Funded and sponsored by the English Department, the Scholarly Commons of the University Library, and the Office of Undergraduate Research

What *Re:Search* is NOT:

* NOT credit bearing (cannot receive course credit for involvement in *Re:Search*)
* NOT an independent study
* NOT a research assistantship

Involvement as an Executive Board Member may:

* Gain credit toward the Undergraduate Research Certificate
	+ Link here: <http://undergradresearch.illinois.edu/students/research-certificate.html>
* Gain an *Enrichment Point* for the new LAS Honors James Scholar requirements (effective Fall 2015)
	+ Link here: <http://www.las.illinois.edu/students/honors/james/requirements/>

Application Requirements:

* Attach resume as PDF
* Short answers (please respond with short answers in this Word document)
* Interview (you will be contacted for an interview time)
* Please submit all documents via email to uiuclitjournal@gmail.com by **11:59 pm on Monday, April 13rd**

Please select one position of interest by marking with an “x”:

\_\_\_\_: Co-Editor in Chief

\_\_\_\_: Treasurer

\_\_\_\_: Journal Technician

\_\_\_\_: Managing Editor

Short Answers (3-5 sentences):

1) Why are you interested in the position you are applying for?

2) What strengths would you contribute to the Executive Board?

3) What other commitments do you have for the upcoming academic year?

Descriptions of Executive Board Positions:
 **Co-Editor in Chief**

* Maintain regular correspondence with Board Members, Authors, Faculty Advisors, and Faculty Mentors (on both personal and journal accounts)
* Facilitate weekly Executive Board Meetings: write agendas, delegate tasks, lead discussions
* Oversee major journal processes including: Submissions, Peer Review, and Final Draft Review.
* Maintain a timeline for major journal deadlines and events via Google Calendar
* Act as a representative of the journal (liaison), meet with Faculty Advisors and Co-EIC regularly when necessary
* Facilitate events (recruitment, informational sessions), help develop promotional material
* Present at relevant English Department sponsored events: Admitted Student Days and Majors/Minors Fairs
* Organize: booth at Quad Day, presentation at the Undergraduate Research Symposium
* Maintain the journal microsite alongside journal technician and/or secretary
* Correspond regularly with authors accepted for publication regarding: upcoming deadlines, coordinating workshops (via Doodle Polls), assessing authors’ needs and providing necessary resources, distributing relevant/helpful resources in their research and writing processes

**Treasurer**

* Provide estimates for cost of printing by coordinating with the Espresso Book Machine located in the Illini Union Bookstore
* Request funds for ordering hard copies of the journal
* Coordinate with event planners to provide refreshments and supplies for Re:Search events
* Order food and process room requests for journal events, coordinating with representatives in the Department of English
* Archive receipts and sign-in sheets, keeping as digital files/scans
* Correspond with representatives in the Department of English in order to process and receive funds.
* Provide reimbursements through the Department of English when necessary
* Freshmen and sophomores encouraged to apply (no prior experience necessary!)

**Journal Technician**

* Responsible for Page Design Layout of the final publication, which includes: typeface, formatting images, constructing/editing design template
* Recruit and train a small team of undergraduate students for the formatting process in Spring
* Prepare Final Submissions for publication on online platform
* Correspond with university librarians and faculty in regards to Open Journal System (OJS) platform, hold in-person meetings when necessary
* Attend to issues or problems with the Open Journal System platform to ensure that the program runs smoothly
* Manage journal microsite and keep it up to date in collaboration with secretary
* Prior knowledge of Word'13 preferred, we will provide introductions to OJS

**Managing Editor**

* Review proposals and participate in peer review processes
* Recruit and manage a team of copy editors
* Advertise and create flyers when necessary for various events
* Facilitate copyediting orientations, draft style guides.
* Collaborate with Graduate Advisor and, as needed, correspond with various university departments and faculty including: Graduate Advisor, University Librarians in the Scholarly Commons workshops
* Oversee collation and approval of final changes on articles
* Communicate with authors on editing changes
* Coordinate and collaborate with executive board on events and planning
* Hire an assistant managing editor and delegate tasks appropriately
* Knowledge of MLA style and stylebook usages
* Preferred: Previous copy editing/proofreading experience, knowledge of academic writing, journals, and editorial processes
* Preferred, but not necessary: prior experience copy editing for last year’s edition of *Re:Search*

**Secretary** (unavailable for 2015-2016)

* Maintain correspondences with authors and those involved with the publication processes
* Record and share minutes (abbreviated general notes) at Executive Board Meetings
* Archive relevant documents, publications in online Google Drive
* Maintain the space devoted to Re:Search in the English Student Council Office by: providing handouts/flyers to be posted
* Direct communication with the Espresso Book Machine and print publishing
* Administer online documents on Google Drive and Dropbox accounts
* Revise past documents with Co-Editors in Chief
* Regularly update Re:Search social media accounts such as Facebook
* Coordinate with other Executive Board Members to help create flyers and Facebook events when necessary
* Responsible for printing, receiving training for the copier in the English Department
* Plan and coordinate the Publication Launch Party in early May (Facebook)
* Freshmen and sophomores encouraged to apply (no prior experience necessary!)