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

**Assistant Editor**

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

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

Expected date of graduation (semester and year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Requirements:

* Facilitate Copy Editing Orientations alongside Managing Editor (this includes teaching MLA Style, light copy editing, and basic fact checking)
* Copy edit and fact-check submissions
* Manage the Copy Editing functions on the Open Journal System platform
* Answer questions about Copy Editing via email and in-person
* Attend *Re:Search* events (social events, informational sessions, publication launch, etc.)
* Respond quickly to emails from students, faculty, and Executive Board Members
* Assist the Managing Editor with other tasks related to the copy editing process
* Speak in front of both small and large groups of students and faculty
* Prior knowledge of the MLA stylebook is preferred

Please note that this is not an Executive Board position, but there will be significant involvement in all aspects of the publishing process.

We recommend familiarizing yourself with the journal before responding to the questions below by taking a look at these links:

*Online Journal Platform*

<https://ugresearchjournals.illinois.edu/index.php/ujlc>

*Microsite*

<http://publish.illinois.edu/undergradliterarycriticismjournal/>

*Facebook*

<https://www.facebook.com/litcritjournaluiuc>

Please answer the following questions (three to five sentences) and email the application to Alyssa Voltolina at voltoli2@illinois.edu. The deadline for this application is **Sunday,** **Nov. 16 at 5 p.m.**

1. Why are you interested in this position?
2. What prior experience do you have with editing and MLA style?
3. What skills and talents (outside of copy editing) do you bring to our team?