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

**Assistant Formatting Editor Application 2019**

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

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

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

**Responsibilities of Assistant Journal Technician (Assistant Formatting Editor)**

* Work closely with Formatting Editor to put together the Page Design Layout of the final publication, which includes: typeface, formatting images, constructing/editing design template
* Prepare Final Submissions for publication on online platform
* Prior knowledge of Word'13 preferred, we will provide introductions to OJS
* Attend Publication Launch Party on Reading Day (May 2, 2019)

Important details:

* This position lasts for the **remainder of 2018-2019 academic year** with potential for a permanent position for the next 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 for Assistant Formatting Editor**

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 **Thursday, April 18 at 5 p.m.**

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?