

Journal Coordinator (UG assistant)

For the *Journal of Purdue Undergraduate Research (JPUR)*

JPUR is a journal of Purdue undergraduate research sponsored by the Office of the Provost. The journal is primarily online and delivered in Open Access format, whereby articles are immediately free to readers and the costs of production paid for through grant-funded subsidy. Paper copies are produced once a year and freely distributed on campus. 2021 will mark the journal's eleventh year.

An exceptional undergraduate student is needed to act as Journal Coordinator for this important publication. This position will offer the successful candidate great experience in publishing and project management. The Journal Coordinator will need to work with undergraduate authors, their faculty advisors, the faculty advisory board, the student editorial board, and Purdue University Press staff members. We need someone, preferably a sophomore or junior, with the following qualities:

- Excellent organizational skills and attention to detail
- Good project management skills
- Creative entrepreneurial attitude
- Superlative written and spoken communication skills
- Ability to meet deadlines
- Familiarity with social media strategies and platforms
- Editing experience (preferred but not required)

Responsibilities of the Journal Coordinator:

- Work in the Purdue University Press office 5-8 hours/week (remote work also possible)
- Manage student editorial board to assist in peer review, editorial, and production tasks
- Assist in planning issues, developing special features, and soliciting submissions
- Organize meetings for student authors, student editorial board, and faculty advisory board
- Manage manuscript submissions using the electronic tracking system (training provided)
- Ensure proper peer reviews are completed in a timely fashion
- Coordinate with student authors to ensure all materials for publication are correctly completed and received
- Conduct at least one professional interview to be published in the journal
- Some editing work during the summer, including final review before print (preferred but not required)
- Manage distribution of the journal around campus and through mailings
- Advertise the journal at on campus events and through social media.
 - Manage JPUR Facebook and Twitter accounts, planning regular posts/engaging content. Oversee production, dissemination, distribution of marketing materials (e.g., brochures, postcards, etc.) across campus (and at satellite campuses, where possible)
 - Coordinate and run promotional events related to JPUR (e.g., a booth at the undergraduate poster symposium)
 - Orchestrate JPUR promotional presentations for courses, academic fraternities, clubs, and more
- Various other duties as defined by the managing editor

Interested parties should contact Managing Editor Tara Saunders at thsaunde@purdue.edu by April 15. Please include your resume and a cover letter.