

# OSHKOSH SCHOLAR SEEKS STUDENT EDITORS FOR FALL 2021

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**Department:** Office of Student Research and Creative Activity

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**Position Title:** *Oshkosh Scholar* Student Editor

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## **Position Purpose**

The *Oshkosh Scholar* Student Editor (SE) will: (1) edit submissions, (2) ensure that all submissions are in appropriate format and of the appropriate length, (3) meet with authors to discuss copyedits, (4) review authors' corrections to drafts, (5) ensure that the manuscripts are in final format before submitting to the designer, (6) proofread layout, (7) document all communications with student authors and their faculty mentors, (8) assist with distribution, (9) publicize for future submissions, and (10) prepare written correspondence.

## **Qualifications**

- Sophomore or junior standing as of Fall 2021.
- Well organized and meets production schedule deadlines.
- Detail oriented.

## **Knowledge, Skills and Abilities**

- Knowledge of the editing and production processes.
- Superior written and oral communication skills.
- Knowledge of good grammar, sound research/other scholarship methods and principles in a range of disciplines, and writing styles needed for publication in a scholarly journal.
- Able to use word processing software effectively for the editing of manuscripts.
- Ability to maintain accurate records and write clear and concise letters and reports.
- Ability to make sound decisions in routine as well as in deadline-type situations.

## **Examples of Duties**

- Review of submitted manuscripts and edit for content, formatting, and general adherence to *Oshkosh Scholar* guidelines.
- Direct contact with student authors and faculty mentors to discuss manuscripts and suggested edits.
- Verify that all manuscripts have incorporated all requested changes and finalize all submissions so each document is ready for layout.
- Work with the Faculty Editor to resolve disagreements that authors may have about student editor copyedits.
- Work with Managing Editor in the Office of Student Research and Creative Activity and Designer in University Marketing Communications to get revised submissions ready for layout and printing.
- Maintain an accurate record of all paperwork associated with the publication of *Oshkosh Scholar*.
- Complete other duties as assigned.

## **Nature of Supervision Exercised Over Employee's Work**

Indirect and direct. The Student Editor will work out of the Office of Student Research and Creative Activity, which is located in Dempsey 317. Remote/Virtual work may be required or permitted contingent upon the status of the Covid-19 Pandemic.

## **Pay and hours**

The student editor positions are paid. Student editors will set their own schedule in consultation with supervisor. Hours will fluctuate, but generally will be between 10-25 hours per week.

## **To apply**

Those interested in this position should contact Dr. Robert Wagoner at [ugjournal@uwosh.edu](mailto:ugjournal@uwosh.edu) or [wagonerr@uwosh.edu](mailto:wagonerr@uwosh.edu) via email. NO RESUME OR COVER LETTER IS NEEDED TO EXPRESS INTEREST IN THE JOB at this time. (Resume will be required later.) Two student editors will be hired to begin in Fall 2021.