Position Description: Editorial Assistant, *Teaching English in the Two-Year College*

The student in this position will work directly with Dr. Holly Hassel, the incoming editor of *Teaching English in the Two-Year College*, a scholarly journal published through the National Council of Teachers of English. This year, funding is provided by the University of Wisconsin - Marathon County Faculty Fellowship. The student who is engaged in this work will assist with some of (but not limited to) the following activities:

- managing and responding to email from a dedicated journal account
- communication with and/or organizing materials from reviewers
- communicating with and/or tracking submissions
- fact-checking bibliographies/citations
- managing consent and permissions forms from authors
- sending out page proofs to authors
- assisting the editor with 'set up" and movement of the journal to an electronic submission
- additional tasks assigned in relation to the TETYC editor’s work as a member of two professional organization Executive Committee meetings
- proofreading documents
- database management
- Other tasks as needed/appropriate

**Preferred qualifications:**
The student editorial assistant will have completed relevant coursework and ideally be a declared major in English or Communications or another writing-intensive liberal arts discipline. The student assistant will possess excellent written communication skills and an ability to manage professional correspondence. Proficiency with technology and managing social media accounts preferred.

The position will offer flexible hours approximately 8-10 hours per week beginning in October 2015 and running through August 2016. The hourly rate of pay is $11.00/hour.

**To apply:**
Please send by email (as a single Word document, or 'shared' via google docs), your resume listing relevant work experience, a cover letter expressing your interest and how your work and academic experiences align with the position requirements, and three writing samples (these can be academic or workplace writing) totaling no more than 15 pages. Materials should be sent to Holly Hassel: holly.hassel@uwc.edu. Finalists will be asked to complete a proofreading and editing test before hire. Applications are due September 15, 2015.