



**Application for Graduate Support Assistantship/Managing Editor** Center for Literary Publishing/*Colorado Review*, English Department, Colorado State University

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**To the applicant:** While your application to the MFA program focuses primarily on your creative or scholarly interests and potential, this application should focus on illustrating your potential as the Managing Editor for The Center for Literary Publishing/*Colorado Review*. The Director of CLP/CR will evaluate your experience, commitment, and potential for this funded position. Applicants must be in the MFA Creative Writing Program; the position is intended to be awarded for three academic years (fall & spring semesters), assuming satisfactory performance, at the Director's discretion.

An assistantship at Colorado State University is defined as a half-time position requiring a commitment of 20 hours per week. Arrangements for these hours may change semester to semester to accommodate your classes. The strong preference is that you would be in the CLP office four days a week; this is not a remote position.

An English Department Graduate Support Assistant is required to take 6 credits per semester, though the department recommends 9 credits per semester to complete the program on time.

**The CLP Managing Editor's responsibilities include but are not limited to:**

Training interns in office procedures and assisting them throughout the year, supervising in the Director's absence; assisting the Book Review Editors; answering routine email, fulfilling orders, responding to author correspondence; managing subscriptions and renewal campaigns; sending and tracking contracts and proofs; assisting with book and magazine production—in particular, providing guidance to interns on copyediting and layout, performing final proofreading; assisting with minor accounting duties; attending to the Submittable queue (queries, requests to edit, withdrawals, etc.); and reading unsolicited submissions in your genre of study.

Please visit <https://coloradoreview.colostate.edu/> to learn more about the Center for Literary Publishing, as well as its vision and mission.

**Important:** Submit your program application along with your **separate** GSA application to your online Graduate School application profile. You may apply for both this **GSA** position and a **GTA** position (though you can hold only one position).

The three parts of the Managing Editor/GSA application should be in one document and appear in this order:

1. Background and Experience form: please limit to two pages.
2. Statement of Interest: 500– 700 words discussing your publishing/editing-related experience and/or interest, how your skills might contribute to the CLP’s mission, and how the GSA position will enhance your graduate studies.
3. Letter of Recommendation: Please provide at least one letter of recommendation that specifically speaks to your qualifications for the GSA/Managing Editor position.

**The deadline to apply** to the MFA Creative Writing program, as well as for any GSA/GTA funding, is **January 1**. You must separately apply for the GSA and/or GTA funding; it is not automatic.

Note: *Colorado State University conducts background checks on all final candidates.*

## **Directions:**

### **1. Background and Experience**

- This form asks for identifying information; relevant academic, work, and volunteer experience related to editing, publishing, design/layout, mentoring, writing, or leadership; as well as a list of any academic work in editing, publishing, marketing, or design. In section 5, please list any honors and awards that you have received.

### **2. Statement of Interest**

- This is your opportunity to express your interest in editing and publishing, to discuss any relevant training and/or experience, to explain how the Managing Editor position will enhance your graduate studies and/or career plans, to talk about what you can contribute to the Center for Literary Publishing’s mission, and to offer any other information you’d like us to know about your interest in and aptitude for working with the CLP/*Colorado Review*.

### **3. Letter of Recommendation** – Must be on letterhead with official signature.

Once you have prepared all parts of your GSA/Managing Editor application, you may upload it to your online application account in one pdf file.

## Background and Experience

NAME:

PHONE:

CURRENT ADDRESS:

EMAIL:

### 1. INDICATE AREA OF STUDY

Creative Writing – Creative Nonfiction

Creative Writing – Fiction

Creative Writing – Poetry

2. RELEVANT ACADEMIC, WORK, AND VOLUNTEER EXPERIENCE: List any work you've done as a student, employee, or volunteer in editing, publishing, or design.

Position Description	Place of Employment	Dates of Employment	Supervisor Name/ Contact Info

### 3. ACADEMIC WORK IN EDITING, PUBLISHING, OR DESIGN:

Course	Grade	Course	Grade	Course	Grade

### 4. HONORS AND AWARDS: