

Title: Managing Editor

Office: The Center for Literary Publishing

Employment type: Graduate Support Assistant, .5 FTE time

Position carries tuition waiver and monthly stipend

The Managing Editor assists the Center's Director in a variety of duties including but not limited to:

1. Training new interns in office procedures and assisting them throughout the year, supervising in the Director's absence.
2. Assisting the book review editors
3. Managing the general email account, answering routine correspondence, fulfilling orders, responding to author correspondence.
4. Managing subscriptions and renewal campaigns.
5. Maintaining author information in database.
6. Sending and tracking contracts and proofs.
7. Assisting with magazine production—in particular, providing guidance to interns on copyediting and layout, performing final proofreading.
8. Assisting with minor accounting duties.
9. Attending to the Submittable queue (requests to edit, withdrawals, duplicate submissions, queries)
10. Reading unsolicited submissions in your genre of study.

Required Qualifications:

- Must be admitted to the graduate Creative Writing program and remain a student in good standing.
- Ability to commit to a set schedule and be in the office at least four days a week (the schedule may change each semester, depending on your class schedule).
- Strong organizational skills and keen attention to detail.
- Ability to manage time and to initiate tasks/projects.
- Excellent communication skills (oral and written).
- Ability to demonstrate diplomatic leadership among peers.
- Excellent interpersonal skills, including ability to interact with a wide range of people, including culturally diverse communities, in a consistently welcoming manner.

Preferred Qualifications:

- Experience in publishing.
- Strong copyediting skills, knowledge of Chicago Manual of Style.
- Experience with Submittable, FileMaker, InDesign, WordPress, and the Microsoft Office Suite.