

LOGOS | Associate Editor

Updated 11 June 2019

The Associate Editor reviews *LOGOS* submissions and leads a group of three to six Peer Reviewers through the reviewing process. Associate Editors must be undergraduate students in the Missouri State University Honors College. The Associate Editor is an unpaid, volunteer position. Associate Editors can submit hours spent on *LOGOS* for volunteer requirements.

Expectations and Requirements

Associate Editors must attend workshops and the Associate Editor Bootcamp this coming fall. They organize regular meetings with their Peer Reviewers during the spring.

Associate Editors are expected to read every submission sent to their group (typically 20-25), read Peer Reviewers' comments, check the review forms, and then notify the Chief Editor once all reviews have been uploaded to Google Drive.

A background as a Peer Reviewer is preferable but not necessary to be an Associate Editor. No editing experience is necessary, though reviewing experience is desired. Necessary Associate Editor skills include:

- ❖ Ability to meet deadlines and to keep others on track and accountable
- ❖ Good written and oral communication skills
- ❖ Conflict management and interpersonal communication skills
- ❖ Exceptional organization and time management skills
- ❖ Sound critical thinking and analysis
- ❖ Attention to detail

Benefits

Associate Editors can expect to gain many benefits from their involvement with *LOGOS*:

- ❖ Reviewing skills
- ❖ Publishing cycle experience
- ❖ Networking with other like-minded people
- ❖ Opportunity to view other Missouri State students' research and productions
- ❖ Leadership experience

How to Apply

For more details or to apply, send your **résumé** and **two to three writing samples** to logos@missouristate.edu. Writing samples can be of any genre, though a variety of creative, academic, and research is preferred. Applicants are also encouraged to send samples of reviewing experience, if possible. Interviews with the Managing and Chief Editors will be scheduled as applications are received.