

# LOGOS | Chief Editor

*LOGOS: A Journal of Undergraduate Research* is currently accepting applications for a Chief Editor. This is an unpaid, volunteer position, though the Chief Editor can log hours for volunteer requirements, such as for scholarships.

## Responsibilities

- ❖ Partner with the Managing Editor to manage the review and publication process.
- ❖ Organize, train, and manage groups of Associate Editors and Peer Reviewers.
- ❖ Participate in strategic planning for the future of the journal.
- ❖ Serve as liaison between editorial groups and the Managing Editor.
- ❖ Keep track of submissions that have been distributed and returned.
- ❖ Read over Peer Reviewer and Associate Editor reviews and comments, and reach out to get corrections or clarification as needed.
- ❖ Log individual reviewers' publication decisions for each submission.
- ❖ Read all submissions to *LOGOS*, give comments, and make final decisions in the case of ties, if necessary.
- ❖ Manage a typical submission load per volume of 60–100+ submissions.
- ❖ Promote diversity and inclusion initiatives in both publications and operations.
- ❖ Hire all new Peer Reviewers.
- ❖ Hire new Associate Editors with the Managing Editor.
- ❖ Oversee promotion of *LOGOS*, including serving as point-of-contact for the Social Marketing Editor.

## Necessary Chief Editor skills include:

- ❖ Demonstrated record of academic research and writing
- ❖ Excellent interpersonal communication and management skills
- ❖ Commitment to the promotion of *LOGOS* and being a team player
- ❖ Great organization, record-keeping, and time management skills
- ❖ Ability to meet deadlines and encourage others to do the same

## Requirements

- ❖ Must be an undergraduate student in the Missouri State University Honors College. Strong preference will be given to students entering their junior or senior years.
- ❖ Previous experience as an Associate Editor and/or Peer Reviewer is strongly desired.

## Benefits

The Chief Editor can expect several benefits from his or her work with *LOGOS*.

- ❖ Experience and knowledge of the publishing process.
- ❖ High-level leadership and project management experience.
- ❖ Opportunity to read and review work from Missouri State undergraduate students.

- ❖ Opportunity to collaborate with university leadership on a priority strategic initiative that benefits both recruitment and retention.
- ❖ Opportunity to learn and work with different industry-standard software packages and tools.
- ❖ Further interpersonal communication practice.
- ❖ Marketing and advertising experience.
- ❖ Mentorship and professional networking.

## **How to Apply**

Applicants must submit a cover letter, résumé, two references, and a portfolio of publication and writing samples to the Honors College by **April 5, 2021**. Interviews with the current Chief Editor, Managing Editor, and the Honors College Advisor will be scheduled as applications are received.

Submit applications to:

Emily D. Wright  
Honors College  
University Hall 212  
Missouri State University  
901 South National Ave.  
Springfield, MO 65897

Direct inquiries to [logos@missouristate.edu](mailto:logos@missouristate.edu).

For additional information, visit [www.missouristate.edu/logos](http://www.missouristate.edu/logos).