

LOGOS | Copy Editor

LOGOS: A Journal of Undergraduate Research is accepting applications for a Copy Editor. The Copy Editor is expected to work 20 hours per week during the summer (June to September) or until the work is complete. **It is a compensated internship with a summer stipend of \$1,000.** This position may be used to satisfy internship requirements in applicable majors and is open to both undergraduate and graduate students.

Responsibilities

- ❖ Edits and proofreads all accepted submissions for grammar, phrasing, noticeable content issues, clarity, consistency, punctuation, documentation, and up-to-date sourcing format.
- ❖ Works with the Managing Editor to lay out content and pages for *LOGOS*, as well as design the front and back covers.
- ❖ Builds the journal in InDesign based on agreed-upon layout.
- ❖ Maintains the website and assists with promotional events and campus advertising.
- ❖ Manage social media accounts and create new advertising initiatives.

Necessary Skills

- ❖ Basic Adobe InDesign knowledge and competency in design.
- ❖ Effective oral and written communication skills.
- ❖ Strong knowledge of grammar, punctuation, and language mechanics.
- ❖ Knowledge of documentation styles (MLA, APA, Chicago, *etc.*).
- ❖ Responsiveness to feedback and willingness to revise appropriately.
- ❖ Experience with web-publishing applications.
- ❖ Ability to work efficiently and independently in a fast-paced environment.
- ❖ Teamwork and collaborative learning and participation.
- ❖ Experience with Adobe Illustrator or Photoshop is a plus, but not required.

Requirements

- ❖ Be a **junior, senior, or graduate student**. *Note: Graduate students may not hold this position simultaneously with a graduate assistantship.*
- ❖ Be in Springfield during the summer of 2021.
- ❖ Note that Professional Writing, English, Communication, Journalism, or Mass Media majors with previous editorial experience and current or former members of the Honors College are strongly preferred.

Benefits

- ❖ Editing, design, and publishing experience using industry-standard tools.
- ❖ Experience working with a highly-selective scholastic publication.
- ❖ The opportunity to read MSU undergraduate students' work.
- ❖ An in-depth look at the publication process.

- ❖ Marketing and advertising experience.
- ❖ Potential internship credit for MSU courses.
- ❖ Experience working in a professional office environment.
- ❖ The opportunity for leadership and project management.

How to Apply

Submit a cover letter, résumé, three references, and a portfolio of design, publication, editing, and writing samples to the Honors College by **April 5, 2021**. Interviews with the 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

Visit www.missouristate.edu/logos or email logos@missouristate.edu for more information.