

## Online Incoming Editor in Chief, *Scholars' Publications*

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### Position Description:

The **Online Incoming Senior Editor in Chief** will lead online publications within the Scholars' Programs. They will work closely with the Print Incoming Senior Editor in Chief, any Senior Editors and the Scholars' Programs Coordinator.

### Duties to Include:

- Effectively direct the team and publish content for the online publication
- Liaise with junior editors, managing editors and videographers
- Assist with hiring the Publications team for the 2017-2018 school year
- Work with senior editors and layout designers in order to design blog aesthetics and layout
- Communicate with members of the publications team, answer inquiries and provide additional guidance if necessary
- Contribute to enhancement of blog design, branding, and layout
- Ensure Purpology.com encompasses a versatile selection of student-centered topics
- Play an active role in gathering and presenting ideas or suggestions for online publication improvement
- Consistently monitor the blog to ensure all content is representative of the Scholars' programs
- Meet required deadlines
- Lead each semester's meeting
- Lead weekly senior leadership meetings with the Scholars' Programs Coordinator

### Requirements:

- Minimum 1-year experience as a past Scholars' Publications team member
- A current Scholars' Programs student
- Ability to meet deadlines
- Demonstrated leadership skills
- Excellent time management skills
- Ability to effectively problem solve
- Ability to communicate and connect with students, faculty and Western staff
- Attention to detail
- Excellent organizational skills
- Ability to create a vision and keep the team on track
- Identify and implement ways to effectively reach the readers

### Hours:

An average commitment of 5 - 6 hours per week.

### Pay:

This is a volunteer position.

*Online Incoming Editor-in-Chief, Scholars' Publications Application*

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**DUE: February 27, 2017 at 11:59PM**

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Full Name:

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UWO e-mail

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Faculty/Program

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Year

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1. Describe why you are applying for Incoming Senior Editor in Chief? (max. 300 words).
2. What is your vision for the Scholars' Publications (this includes Purpology, the Leaf and the Publication House broadly)?
3. What are some things you would change about our online publication? (List at least 2).
4. Describe a time where you had to solve a problem with a tight deadline? What was your solution? What is one thing you would have done differently?
5. What is one thing you would like to accomplish in this role?
6. Please describe any relevant experience. (max. 300 words).
7. Please attach two recent writing samples (within the last year) with this application.

Please submit your application to [scholarspublicationsuwo@gmail.com](mailto:scholarspublicationsuwo@gmail.com) with the subject line "OEIC – [YOUR NAME]".

**Thank you and good luck!**