

***Inventio*: The Undergraduate Research Journal of The Catholic University of America**

STUDENT EDITORIAL BOARD POSITIONS

We invite you to apply for the following positions on the 2017-18 SEB:

- Associate Editor
 - Assists the Editor-in-Chief with providing overall leadership for the journal, particularly the copyediting staff
 - Works closely with the Faculty editors to oversee the journal's operations
- Assistant Managing Editor
 - Assists the Managing Editor in directing the journal's publicity process
 - Helps the Editor-in-Chief and Managing Editor manage the Student Editorial Board
- Head Layout Editor
 - Manages the final edited manuscripts
 - Helps the Editor-in-Chief manage the layout assistants
 - Oversees the formatting of the journal using InDesign
- Copyeditors (more than one position available)
 - Review and edit all accepted manuscripts
- Citation Editor
 - Ensures all citations are complete and formatted according to journal standards
- Website Assistant
 - Assists with the web-only content and layout
- Journal Photographer (you must supply your own camera, enrollment in the course is not required)

STUDENT EDITORIAL BOARD APPLICATION CHECKLIST

Please submit the following documents to apply for the SEB:

- Cover Letter
- Resume
- Unofficial Transcript
- Recommendation Form
- Writing Sample

About the application documents:

Cover Letter

In your cover letter, directed to the Faculty Editors, please address the following:

- Why you are interested in serving on *Inventio*'s SEB
- Why you believe you are qualified for the positions for which you are applying
- How you believe the experience of working on *Inventio* will serve your short term and long term academic and professional goals
- Why you chose the particular writing sample that you are submitting as part of your application
- Availability to enroll in UGS/HSLs 328: Undergraduate Research Journal Production, Sp 2018 (Fridays, 8:10-10:40am)

There is no page minimum or maximum for the cover letter.

Resume

There is no expected format or page limit for the resume. If you are applying for the positions of Head Layout Editor and/or Photographer, you may also submit a portfolio, though it is not necessary.

Unofficial Transcript

Please print out your transcript as you can access it in Cardinal Station.

Recommendation Form

Please give this form to an instructor/faculty member who knows you well and can speak to the strengths that make you a strong candidate for the SEB. Be sure to give your evaluator ample time to complete the recommendation form. Recommendations can be submitted separately, by the evaluator.

Writing Sample

Please submit a sample of your academic writing. The sample should be between 5-10 pages long and may be an excerpt of a longer piece (you may include a brief note that adds context if necessary). Writing that incorporates research is ideal, but not at all necessary. Please feel free to revise/edit your work – we would like to see an example of what you believe to be your best writing.

SUBMITTING YOUR APPLICATION

In order to be considered for a position on the 2017-2018 Student Editorial Board, all of your application materials must be submitted to Dr. Taryn Okuma by 11am on Monday, October 2nd. Application materials must be sent as a single PDF file via email to okuma@cua.edu.

Recommendation forms can be submitted either in hard copy or electronically by October 2nd.

Any questions about the application materials or process should be directed to Dr. Taryn Okuma.

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RECOMMENDATION FORM

TO THE APPLICANT

The purpose for which this confidential statement is being obtained is for acceptance to the *Inventio* Student Editorial Board. If you are selected and choose to serve on the SEB, you may inspect this letter and evaluation form unless you have voluntarily waived this right by answering 'yes' to the following statement: *"I understand that letters of recommendation and evaluations forms concerning me are to be sent to the Faculty Editors of Inventio and I hereby expressly and voluntarily waive any and all access rights I might have to such recommendations under the Federal Family Educational Rights and Privacy Act, and state law, or any other laws, regulations, or policies.*

Once you make a selection for this letter, it cannot be changed. I waive my right I do not waive my right

APPLICANT INFORMATION

Applicant Name: Last

First

Middle

Position(s) Applying For (*Please check all that apply*):

- | | | |
|---|--|---|
| <input type="checkbox"/> Associate Editor | <input type="checkbox"/> Assistant Managing Editor | <input type="checkbox"/> Head Layout Editor |
| <input type="checkbox"/> Copyeditor | <input type="checkbox"/> Citation Editor | <input type="checkbox"/> Website Assistant |
| <input type="checkbox"/> Photographer | | |

EVALUATOR

Evaluator Full Name and Title

School/Department

Email Address

Phone Number

What is your relationship to the applicant?

- Instructor/Professor Supervisor Advisor Other

How well do you know the applicant?

Not Well Somewhat Well Very Well

How long have you known the applicant? _____

In comparison to other undergraduate students whom you have known, how would you rate this applicant in terms of:

	Superior 95-100%	Excellent 90-94%	Good 75-89%	Fair 50-74%	Unable to judge
Intellectual ability	<input type="checkbox"/>				
Ability to work with others	<input type="checkbox"/>				
Ability to work independently	<input type="checkbox"/>				
Writing skills	<input type="checkbox"/>				
Speaking skills	<input type="checkbox"/>				
Creative, innovative thinking	<input type="checkbox"/>				
Empathetic capacity	<input type="checkbox"/>				
Maturity of judgment	<input type="checkbox"/>				
Capacity to handle stress	<input type="checkbox"/>				
Receptivity to criticism	<input type="checkbox"/>				
Integrity	<input type="checkbox"/>				
Professionalism	<input type="checkbox"/>				

Please briefly respond to the following questions or attach a letter addressing these concerns.

Please comment on any of the above categories or other areas that you think would be helpful in assessing the applicant.

If the applicant is applying for a leadership role, please comment on their ability to take up such a position.

Please add any additional comments or observations about the student that will help us to evaluate him/her as a potential Student Editorial Board member:

Overall recommendation

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Recommend most highly | <input type="checkbox"/> Strongly recommend | <input type="checkbox"/> Recommend |
| <input type="checkbox"/> Recommend with some reservations | <input type="checkbox"/> Do not recommend | |

Evaluator's signature

References may be sent to Dr. Taryn Okuma (Department of English), or returned to the applicant in a sealed envelope. Evaluators may also email completed forms to okuma@cua.edu.