



Made in Millersville Journal | www.mimjournal.com

Employment or Internship Opportunity @ Made in Millersville Journal

Are you looking for a professional, practical, and career-ready experience on campus? Are you a highly motivated, independent self-starter and an open-minded, adaptable, and creative team-player? Are you invested in your own professional and personal growth? Apply to join the editorial student team to publish the 7th issue of Made in Millersville Journal, an annual digital conference proceedings journal (<https://www.mimjournal.com/>) for the Made in Millersville Conference. Starting from November 1, 2020, and continuing through the 2021 spring semester, you will experience all aspects of running a digital journal in a collaborative team environment.

Learning Opportunity:

In this position, you will:

- Gain professional editorial and publishing experience
- Improve your own writing and editing practices
- Enhance your communication, collaboration, and time management skills
- Develop project management and leadership skills

Job Description:

- Edit Journal submissions in multiple formats for a general audience
- Contribute to the Journal's growth through a designated role (e.g., marketing, web design, author engagement, project manager for authors, editorial team liaison)
- Increase the number of student publications in the Journal
- Create and maintain a professional growth portfolio
- Work approximately 10-15 hours/wk. for \$11/hr.

Necessary Qualifications:

- Sophomores, juniors, or seniors interested in publishing, editing, and marketing a student journal
- Evidence of efficient project and time management skills
- Ability to work independently and collaboratively to meet goals and deadlines
- Excellent verbal and written communication skills
- Organized and detail-oriented
- Creative, open-minded, and flexible
- Willingness to learn new skills and new technologies to contribute to the Journal
- Willingness to take risks and experiment

To apply: Email current resume and cover letter (explaining why you are interested in the position, addressing your specific strengths to contribute to the position, and providing examples of your qualifications) by **October 1, 2020** to Tatiana.Pashkova-Balkenhol@Millersville.Edu and Kerrie.Farkas@Millersville.Edu.