2017-2018 NURJ Executive Board Application

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The Northwestern Undergraduate Research Journal is an annual peer- and faculty-reviewed publication featuring outstanding research conducted by Northwestern undergraduates across all academic fields. The NURJ provides students with the opportunity to write, edit, and submit original research and introduces them to the review and publication processes indicative of the research world.

General Requirements:

Exec board members are expected to have the following skills/qualities:

* Broad interest in research and the journal publication process
* Excellent communication skills as well as writing and editing skills
* Dependability, flexibility, and creativity
* Eagerness to learn and develop new skills
* Good team player

Exec board members are expected to commit significantly more time into the journal. This is necessary in order to produce a professional, high-quality Journal and to provide a rewarding atmosphere for staff members. Every member of the staff will be expected to make a significant contribution to each issue.

General Responsibilities:

All members of the Board will be expected to work toproduce the best Journal possible, which involves adhering to all deadlines, respectfully dealing with the students who have submitted to the Journal, and ensuring that all staff members are actively engaged with NURJ.

*Please fill out and submit the attached pages to the above email addresses by the deadline specified.*

**Name:**   **Major(s)/Year:**

**Email:** **Phone:**

**Please rank in order of preference, if choosing more than one position, then fill out the next sheet:**

**[ ] Editor**: With a sharp eye, our editor supports the managing editor in evaluating submissions for clarity, conciseness, and style. Duties include organizing editing sessions, making corrections and edits to theses as necessary, and ensuring a high bar of quality for submissions.

**[ ] Designer:** Help continue our history of quality design in both our print journal and online. Our designer will work closely with the Art Director to maintain a consistent visual presence across our platforms with a focus on readability and clarity. Duties include creating a style guide, designing spreads for the print journal, as well as creating mockups for the website when necessary.

**[ ] Public Relations Manager**: It’s important for us to maintain a strong presence with the rest of the university through a variety of outlets. Public relations managers help increase the presence of NURJ across Northwestern’s campus; recruit new staff members; manage social media (Facebook, Twitter, *NURJ Online*) and email listserv blasts. Create Facebook events to solicit research submissions (work with internal operations manager). Send weekly NURJ research solicitation blurbs to be featured on OUR research blasts. Book NURJ booth at the fall activities fair, annual spring Research Exposition (hosted by OUR), and annual spring CAURS. Over the summer, solicit advertisements from Office of Undergraduate Research (Peter Civetta), Main Library (Jason Kruse).

**[ ] Outreach Coordinator:** Manage our relationships with academic departments as well as with thesis authors. This job is essential and allows us to field the theses that our journal comprises. Duties include reaching out to academic departments, fielding online submissions, and communicating with the editor(s).

**[ ] Wild card**: You have some skills to bring to the table which aren’t captured in a position listed above. If you think we’re missing something (and that you’re the person to give it to us), feel free to let us know! In your application, make sure to specify what your position would be called, what your responsibilities would be, and how you would interact with other exec board members.

**[ ]** If I do NOT receive a position on the Executive Board, I would still like to be considered for a position on the NURJ staff.

**Why did you choose this exec position? What skills or experiences set you apart from other applicants? Please provide explanations for each respective position, if multiple chosen.**