

Are you interested in editing? Undergraduate Education is looking for an editor for the quarterly newsletter.

Quarterly Stipend Amount: \$500

Responsibilities include:

- Meet with the Executive Assistant (EA) to discuss the timeline and vision of the quarterly newsletter as set forth by the VPDUE
- Review the newsletter draft(s) for spelling, grammar, and punctuation; restructure and refine content as needed and provide comments/feedback to ensure campus stakeholders and donors have a clear understanding of newsletter content
- Make a determination about what will be published for each section and prepare final rendition for VPDUE approval

Qualifications:

- 3+ years of editorial experience
- Current Undergraduate Education UCR employee
- Knowledge of UE and larger campus culture
- Resume and one-page cover letter required

Please send an email to vpdueadmin@ucr.edu. Deadline is May 5, 2021.



Undergraduate Education