

**Georgetown Public Policy Review
2011-2012 Open Staff Positions**

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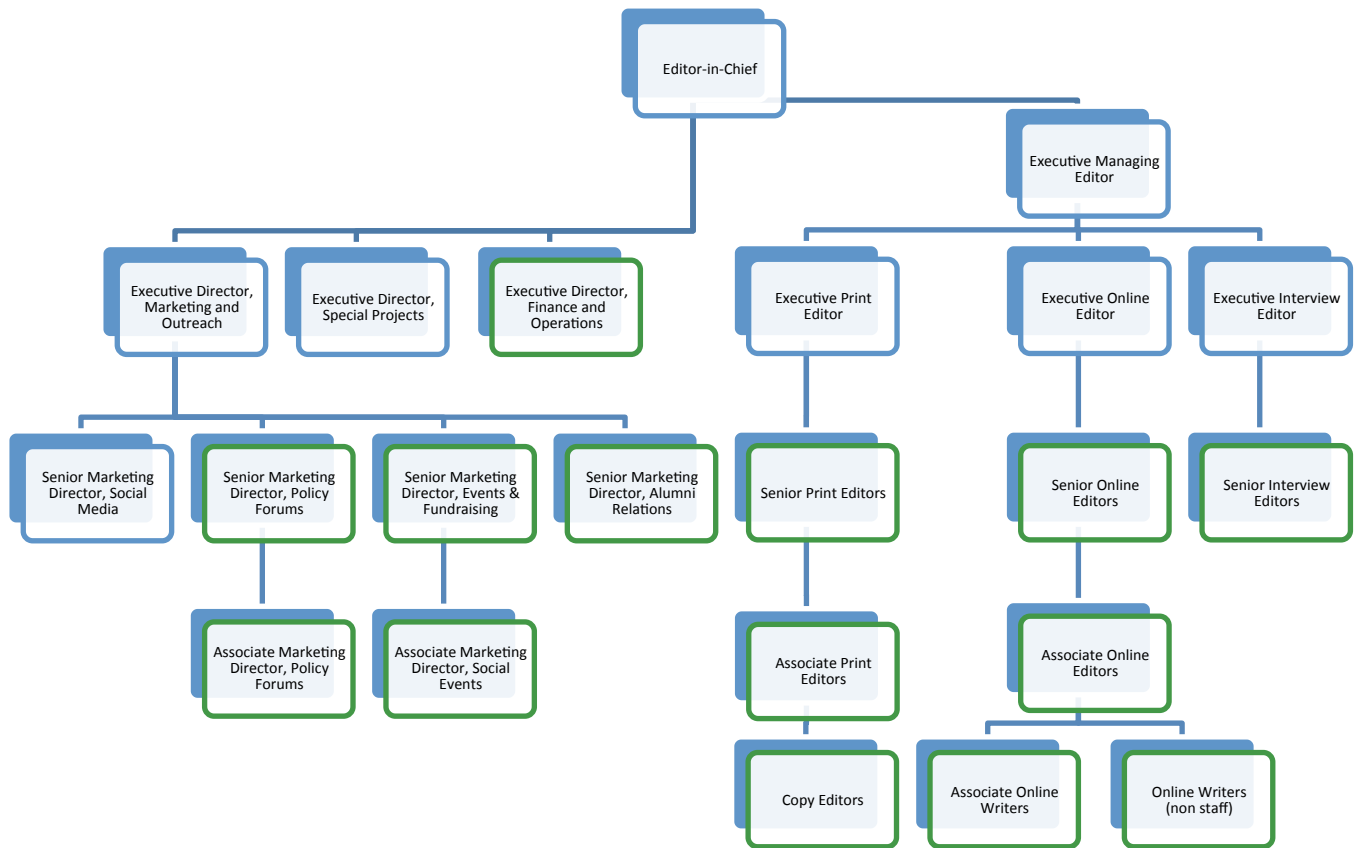
Introduction

Thank you for your interest in the Georgetown Public Policy Review (GPPReview). The following document provides a description of current position openings for 2011-2012 GPPReview staff.

Before you apply, make sure to check out our website, attend an information session or speak to a GPPReview Executive Team member to make sure that all of your questions are answered.

We are in for a challenging, fulfilling year of work. I hope that you are as excited as we are.

Organizational Chart



All Staff Position Requirements

- Solicit submissions for *The Georgetown Public Policy Review* and GPPReview Online from professional contacts, graduate schools, faculty, students and others
- When available, contribute to marketing and fundraising activities
- Attend general staff meetings
- Provide your valuable feedback and ideas to the Editorial Board

Open Positions List

Number of Available Positions

Executive Team

- Executive Director, Finance and Operations (1)

Print Editorial Team

- Senior Print Editor (approx. 3)
- Associate Print Editor (approx. 12)
- Copy Editor (approx. 10)

Interview Editorial Team

- Senior Interview Editor (approx. 2)

Online Editorial Team

- Senior Online Editor, Economy (1)
- Senior Online Editor, Energy & Environment (1)
- Senior Online Editor, Global (1)
- Senior Online Editor, Health (1)
- Senior Online Editor, Politics (1)
- Senior Online Editor, General (1)

- Associate Online Editor, Economy (1)
- Associate Online Editor, Energy & Environment (1)
- Associate Online Editor, Global (1)
- Associate Online Editor, Health (1)
- Associate Online Editor, Politics (1)
- Associate Online Editor, Social (1)
- Associate Online Editor, General (1)

- Associate Online Writer (approx. 10)

Marketing Team

- Senior Marketing Director, Policy Forums (1)
- Senior Marketing Director, Events & Fundraising (1)
- Senior Marketing Director, Alumni Relations (1)

- Associate Marketing Director, Policy Forums (approx. 3)
- Associate Marketing Director, Events & Fundraising (approx. 3)

Editorial Board Positions (Executive Team)

General Description

The Editorial Board (Executive Team) is responsible for the successful writing, editing, publishing and marketing of *The Georgetown Public Policy Review* and GPPReview Online. The Editorial Board operates with a mission to:

- Promote the work of Georgetown University graduate students
- Expand GPPReview's audience
- Raise the profile of GPPReview and GPPI
- Provide a fun, challenging staff experience

Open Position Details

Executive Director, Finance and Operations (1)

The *Executive Director, Finance and Operations* is responsible for ensuring that GPPReview is able to meet its annual financial obligations, including marketing and printing costs. As an Executive Team member, the Executive Director, Finance and Operations will be part of GPPReview's core strategic planning activities. The position's details below are meant as guidance. Ideally, the individual filling this role will develop his or her own strategic goals.

- With Editor-In-Chief, propose, outline, and submit the yearly budget
- With Editor-In-Chief and Executive Director, Marketing and Outreach, develop marketing and fundraising goals
- With Editor-In-Chief, create long term strategic plan for GPPReview
- Lead effort to obtain fall Graduate Student Organization grant for the academic year
- Lead efforts to solicit funds from GPPI and GPPSA
- Manage subscription process, including receiving subscription payments, depositing checks and mailing print journal copies
- Take on other financial and operational responsibilities as appropriate
- Attend Executive Team meetings

Print Editorial Team Positions

General Description

The Print Team is responsible for publishing GPPReview's print journal, *The Georgetown Public Policy Review*. This year, GPPReview will publish two print journals.

In January, we will print our first annual "Graduate Thesis Edition". We will solicit thesis papers from students who have graduated within the past three years. We will work with the students and their thesis advisors to edit the theses down to an appropriate number of pages, check their citations and edit their content.

In April, we will print our traditional thematic edition of *The Georgetown Public Policy Review*. The journal will have a theme to be determined by September 1, 2011. The Print Editorial Team manages author submissions, the peer review editing process and the printing of the journal.

Open Position Details

Senior Print Editor (3)

Senior Print Editors, together with the Executive Print Editor, form the core team responsible for soliciting, editing, and publishing content in *The Georgetown Public Policy Review*. The team meets on a regular basis and every team member has clear responsibilities.

- Ultimate responsibility over a team of four Associate Print Editors each
- Lead editing of assigned articles
- Meet editorial deadlines set by the Executive Print Editor
- Communicate with the other editors, peer reviewers and authors to create a publishable product
- Assist with the layout and production of the print journal editions
- Voluntarily contribute blogs and interviews to GPPReview Online
- Attend Editorial Team meetings

Associate Print Editor (12)

Associate Print Editors work on a four-person team led by one of the Senior Print Editors.

- Work with team led by Executive and Senior Editors to edit assigned articles
- Meet all editorial deadlines set by the Executive Print Editor
- Assist with the layout and production of the print journal editions
- Voluntarily contribute blogs and interviews to GPPReview Online
- Attend Editorial Team meetings

Copy Editor (10)

Copy Editors work independently to edit individual pages of print journal submissions.

- Assist Associate Print Editors with editing as needed
- Make final edits to the print edition after layout
- Voluntarily contribute blogs and interviews to GPPReview Online
- Voluntarily attend Editorial Team meetings

Interview Editorial Team Positions

General Description

The Interview Team is responsible for soliciting, conducting and publishing high-level interviews in *The Georgetown Public Policy Review* and GPPReview Online. GPPReview has a proud record of impressive interviews. The Interview Team stays on top of current events and uses Georgetown's extensive network to solicit timely interviews. For example, last year, GPPReview Online published an exclusive interview with Michelle Rhee on the day of her resignation. This year we already have ambitious ideas for interviewing extremely high-level individuals.

Open Position Details

Senior Interview Editor (2)

- Solicit and conduct interviews for *The Georgetown Public Policy Review* and GPPReview Online
- Work with the interviewee and interviewer (if not Interview Editor) to schedule interview
- Ensure that interview occurs by the deadline
- Develop contingency plan if first choice for interview falls through
- Manage the transcription of the interviews, including recruiting volunteers to transcribe if necessary
- Meet editorial deadlines set by the Executive Interview Editor
- Attend Editorial Team meetings

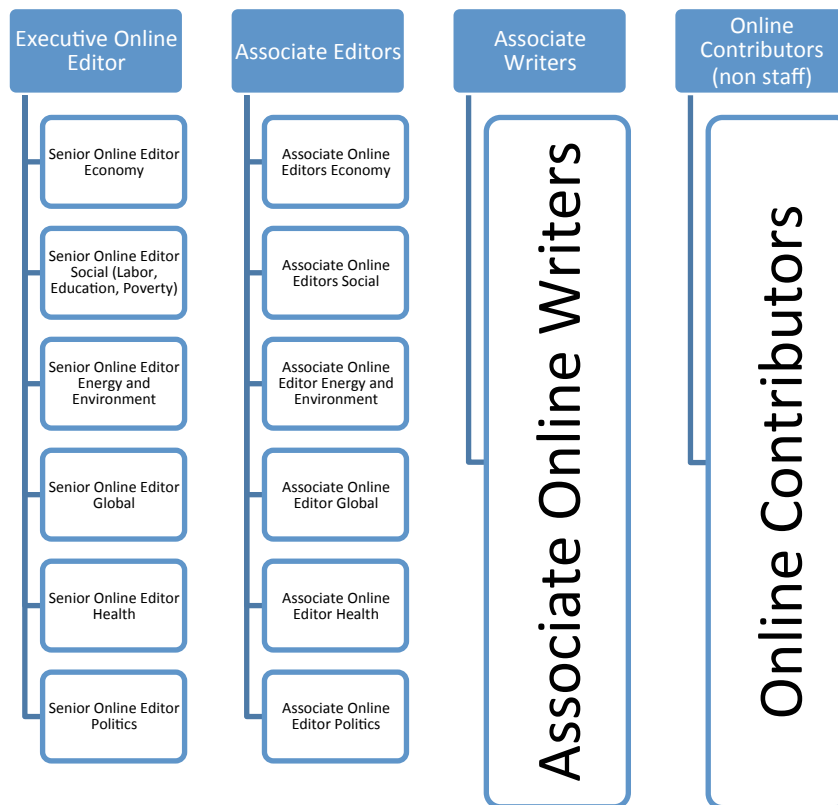
Online Editorial Team Positions

General Description

The goal of GPPReview Online is to make valuable and relevant contributions to the national and international policy discourse by producing well written, timely, and visible articles and policy briefs in a variety of policy areas, exhibiting the talent and diversity of GPPI's student body and faculty.

To achieve these goals, GPPReview Online is seeking talented and motivated GPPI students who want to contribute to the blog. The team should reflect the variety and diversity of GPPI's student body. There are different ways to become part of the online team with varying levels of commitment and responsibilities.

GPPReview Online Organizational Chart



Open Position Details

The GPPReview Online team consists of four levels of contributors and editors, as presented above.

Senior Online Editor (5)

Senior Online Editors, together with the Executive Online Editor, form the core team of GPPReview Online responsible for soliciting, editing, and publishing content to GPPReview online. The team meets on a regular basis and every team member has clear responsibilities.

- Ultimate responsibility over one of GPPReview's six main policy categories (see GPPReview Organizational chart)
- Write between three and five blog entries about current topics in your policy area
- Solicit entries from a pool of Associate Editors and Writers
- Ensure timely updates and supervise editorial process
- Take part in GPPReview's Online monthly editorial meeting and shape GPPReview Online's strategy

Associate Online Editor (6)

Associate Online Editors form a larger group of contributors who have both editorial and writing responsibilities. According to the online publishing schedule, each Associate Editor is providing at least four to five entries over the course of the school year. Additionally, Associate Editors function as peer reviewers to other Associate Editor and Associate Writer contributions.

- Write between three and five blog entries about current topics in your policy area
- Edit between three and five blog entries from other Associate Online Editors and Associate Writers

Associate Online Writer (10)

Associate Online Writers are a larger group of contributors from the GPPI community, who agree to write at least two entries over the course of the year, without editorial responsibilities.

- Write a minimum of two blog entries about current topics, according to the online publication schedule of GPPReview
- Note: No first year student will be selected to be on staff as only an Associate Online Writer. You MUST apply for either a Copy Editor position or an Associate Marketing Director position.

Marketing Team Positions

General Description

GPPReview's Marketing Team provides academic and social opportunities for Georgetown students and faculty as well as the broader academic community.

This year we are introducing Policy Forums, which are designed to bring policymakers and students together in conversation. The purpose of the forum series is to provide a venue for policymakers to showcase research and share opinions and for students to be exposed to the wealth of policy expertise housed in Washington, D.C.

The Events and Fundraising Team is responsible for raising funds so that GPPReview can publish our print journals. The team organizes, markets and hosts several social events toward this goal. The team is also encouraged to bring new ideas to the table.

Open Position Details

Senior Marketing Director, Policy Forums (1)

The *Senior Marketing Director, Policy Forums* is responsible for implementing at least two Policy Forums per semester.

- Establish yearly goals, timelines and tasks with Executive Director, Marketing and Outreach
- Work with Executive and Marketing Teams to create marketing strategy for Policy Forums
- Create implementation plan and work process to achieve goals, meet deadlines and ensure clear communication among the Policy Forum Team members
- Manage Associate Marketing Directors
- Attend Marketing Team meetings

Senior Marketing Director, Events & Fundraising (1)

- Establish yearly goals, timelines and tasks with Executive Director, Marketing and Outreach
- Work with Executive and Marketing Teams to create marketing strategy for fundraising events
- Create implementation plan and work process to achieve goals, meet deadlines and ensure clear communication among the Fundraising Event Team members
- Manage Associate Marketing Directors
- Attend Marketing Team meetings

Senior Marketing Director, Alumni Relations (1)

- Establish yearly goals, timelines and tasks with Executive Director, Marketing and Outreach
- Communicate with alumni regarding call for papers as well as marketing and fundraising events
- Establish an Alumni Advisory Board
- Work with Jennifer Blanck to increase alumni participation
- Attend Marketing Team meetings

Associate Marketing Director, Policy Forums (3)

- Assist Senior Marketing Director, Marketing Policy Forums in all aspects of event planning
- Attend Marketing Team meetings

Associate Marketing Director, Events & Fundraising (3)

- Assist Senior Marketing Director, Marketing Events & Fundraising in all aspects of event planning
- Attend Marketing Team meetings