



Position: Associate Editor

1. POSITION DETAILS

Job title: LSE UPR Associate Editor

Status: 12 months tenure

2. KEY TASKS/ RESPONSIBILITIES

EDITORIAL RESPONSIBILITIES

The Associate Editor will be one of four individuals responsible for reviewing content for the LSE UPR Blog and Journal

- Alternate monthly between reviewing manuscripts submitted to the Blog and Journal
- Participate in weekly roundtable meetings

3. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED

Essential

- Interest in and commitment to the UPR mission.
- Ability to learn quickly
- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team
- Ability to think critically about the purpose, contribution, and means of conveying the message in the article

- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels
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4. PERSON SPECIFICATION: PROFILE

Essential

We welcome applicants that represent any and all voices and we are committed to comprehensive representation, inclusivity and equality of access.

This position is open to:

- All current LSE undergraduate student in either their first or second year of study.
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5. WHAT TO EXPECT FROM THE ROLE

- Receiving an article on an approximately biweekly basis from the Editor-in-Chief
- Determining whether the article presents an original, political argument
- If so, liaising with the author over the course of 2 weeks to develop the clarity and structure of the piece (and any other elements with room for improvement)
- Submitting the piece to the Copy Editor if/when all edits have been completed
- Contributing to the operations of the team on an ad hoc basis, when necessary (including attending weekly meetings and events, promoting LSEUPR, calling for submissions)
- Contributing to the advancement of the UPR as part of an energetic and ambitious team

