



Position: Copy Editor

1. POSITION DETAILS

Job title: LSE UPR Copy Editor

Status: 12 months tenure

2. KEY TASKS/ RESPONSIBILITIES

EDITORIAL RESPONSIBILITIES

The Copy Editor will be responsible for reviewing presentation (including grammar, spelling, punctuating, formatting, referencing, and style) of articles for the LSE UPR Blog and Journal

- Participate in weekly roundtable meetings

3. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED

Essential

- Interest in and commitment to the UPR mission
- Excellent command of written english
- Ability to work in a high pace environment
- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels

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 students in either their first or second year of study.

5. WHAT TO EXPECT FROM THE ROLE

- Receiving an article on an approximately biweekly basis from the Editor-in-Chief
- Ensuring references, formatting and style are in line with LSEUPR policy
- Correcting grammar and spelling mistakes
- Identifying potential errors in accuracy where possible
- Passing the article on to the IT Manager for publication
- 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)