

Call for Volunteers

Position: College & University Auditor Journal Copy Editor – Communications Committee

Number of volunteers needed: 1-2

Time Commitment: Approximately 5-10 hours for each Journal issue (Fall, Winter, Summer). Participation on Communications Committee conference calls as needed (typically a 1 hour meeting every other month). Minimum of one year commitment with option of reappointment for a three year period.

Committee Description:

The purpose of the Communications Committee is to provide ACUA members with accurate and relevant information through various communication channels. The Communications Committee Chair oversees the activities of the Journal Editor, Web Services Director, ACUA Community Director, and the Social Media Director. The Copy Editor reports to the Journal Editor.

Task Description:

The Copy Editor is responsible for reading and editing articles written by authors for publication in the College and University Auditor Journal as assigned by the Journal Editor. The Journal is published three times a year in November, February, and July.

Specific tasks:

- Review and edit articles assigned by the Journal Editor for accuracy, readability, consistency, and any errors in grammar, spelling, syntax and punctuation
- Apply Associated Press (AP) style when editing articles for publication in the College and University Auditor
- Work with authors to reach agreement on proposed edits and corrections
- Submit final article to Journal Editor for publication
- Assist in the recruitment of potential authors

Qualifications:

- Current ACUA member in good standing
- Experience copy editing or proof reading is helpful but not required
- Journalism and/or digital marketing expertise a plus

Expectations:

- The Copy Editor will complete their review and editing process in accordance with the Journal publication schedule.
- The Copy Editor will provide periodic updates to the Journal Editor on activities.

Interested? Please Meaghan Smith, Communications Committee Chair, at smimea@ohsu.edu.

Thank you for your consideration!