Summer Internship, LOGOS: A Journal of Undergraduate Research

LOGOS is currently accepting applications for a Summer Internship. The Intern will work 5-10 hours per week on average. The period of the appointment for this position is June 2011 – August or September 2011 depending on completion time of the journal.

Position responsibilities include:

- Serving as Publisher for LOGOS, which involves designing of content layout in InDesign including front matter, header/footer information, submission content flow from page to page, and embedded graphics like pictures, tables, graphs, and title headings
- Serving as Copyeditor for LOGOS, which involves proofreading all accepted submissions for grammar, phrasing, noticeable content issues, clarity of language, punctuation, documentation of sourcing, and up-to-date sourcing formats
- Designing and formatting of front and back covers for LOGOS
- Communicating effectively via email, phone, and in person between the Honors College Graduate Assistant and MSU Printing Services
- Developing and updating the LOGOS university website including webpages, content, graphics, video, organization, and structure
- Assisting in promotional events and campus advertising of LOGOS via creation of fliers, brochures, and other materials
- Other duties as assigned by the Honors College Director, Assistant Director, or Graduate Assistant

Position Requirements:

- Candidates must be an undergraduate entering at least their 3rd year or a graduate student at Missouri State
- Candidates must be living in Springfield this summer 2011
- Candidates must be available beyond the summer semester if need be in order for LOGOS to be ready for MSU Printing Services
- Candidates must have in-depth experience with InDesign, Adobe Acrobat, MS Word and Publisher, and either Photoshop or Illustrator for cover designs

Position Benefits:

- Summer stipend totaling $250 upon completion

Position Qualifications:

- Demonstrated record of academic research and writing
- Knowledge of documentation styles: MLA, APA, Chicago, etc.
- Excellent interpersonal communication skills
- Previous editorial experience with student produced publications or other publications
Commitment to promotion of LOGOS and being a team player
Experience with web-publication applications, particularly WebPress, strongly preferred
Current majors including Professional Writing, Graphic Design, Journalism, Mass Media, or similar Master’s emphasis strongly preferred

Application Procedures:

Applicants should submit the following materials:

- Cover Letter
- Resume
- Contact information for at least two references
- Portfolio of design, publication, and writing examples and experience

Application deadline is April 22, 2011

Submit applications to:

Janelle Melton, Search Coordinator
Honors College
University Hall 212
Missouri State University
901 South National Ave.
Springfield, MO 65897

Direct Inquiries to logos@missouristate.edu

For additional information, visit www.missouristate.edu/logos