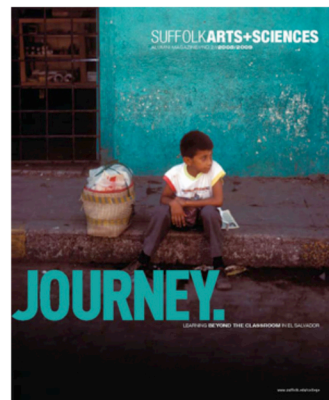


# Editorial Assistant

## Graduate Fellowship position for *Suffolk Arts+Sciences* magazine

September 2009 – May 2010



**For:** Graduate students in Communications and Journalism, English, or Marketing  
**From:** Sherri Miles, Director of Communications, College of Arts & Sciences

### Position description

The CAS Dean's Office of Communications has an opening for a graduate student to serve as an editorial staff member of *Suffolk Arts+Sciences* magazine during the 2009 – 2010 academic year. This position will assist the editor-in-chief in all aspects of the development, creation, and production of the fourth issue of *Suffolk Arts+Sciences* magazine.

### Duties

Specific duties include: researching story ideas; conducting interviews of students and faculty members as assigned; tracking articles and artwork; organizing editorial content and conducting photo research; corresponding with authors and other contributors as necessary; assisting with content editing and proofreading; writing copy for various sections of the magazine; contributing to the magazine blog and web pages; and utilizing online marketing tools to extend the reach and readership of the magazine.

### Qualifications

Students must be in a graduate program of study and eligible for a graduate fellowship position. A high level of interest and and/or experience in magazine publishing is preferred. Excellent writing and editing skills are a must. To be considered for this position, please submit a letter of interest, a resume, and two writing samples to Sherri Miles, Director of Communications, CAS Deans' Office, Archer 183, 41 Temple Street (enter Donahue lobby, head left past staircase, go down a few steps and turn right), or email [smiles@suffolk.edu](mailto:smiles@suffolk.edu). **Applications must be received by May 29, 2009.** Qualified applicants will be contacted for an interview. Position will be filled by June 30, 2009 and begin September 8, 2009.

### About the magazine

*Suffolk Arts+Sciences* is an award-winning general interest magazine about the College of Arts and Sciences. It is published annually each September for members of the College community, alumni, and prospective students. For more information, visit the website at <http://www.suffolk.edu/college/26423.html> or view the digital edition of the magazine at <http://www.nxtbook.com/nxtbooks/suffolk/alumni-0809/#/0>