



Position: Associate Editor

Position Details

Job Title: Associate Editor

Tenure: 12 months

Job Tasks: Editing UPR blog and journal submissions for publication

Key Tasks/Responsibilities

- Associate Editors will be responsible for reviewing content for the UPR blog and journal
 - Reviewing content and editing where necessary to ensure maximum quality, presentation and impact
 - Shorter blog posts (up to 2000 words)
 - One extended dissertation (up to 10,000 words) to edit for the journal
 - Grammatical and punctuation checks
 - Liaising with submission authors
 - Participating in weekly roundtable meetings
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Person specification: knowledge and skills required

- Interest in and strong commitment to the UPR
- Ability to learn quickly
- Strong literary skills
- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team

- Time management skills – ability to commit to multiple duties alongside your studies
- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels
- Ability to think critically about the purpose, contribution and means of conveying the message in the article

Person Specification: profile

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.

What to expect from the role:

- Receiving submissions from the Editor-in-Chief
- Determining whether the article presents an original, political argument
- For blog posts:
 - ensuring the piece has clarity, non-bias, good presentation and is grammatically and punctually correct
- For journal articles:
 - liaising with the author over several months 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 LSE UPR, calling for submissions)
- Contributing to the advancement of the UPR as part of an energetic and ambitious team