



Job details

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Requisition ID	36507BR
ASU Job Title	Senior Editor
Job Title	Senior Editor Hayden's Ferry Review
Campus/Location	Campus: Tempe
Job Family	Publishing, Printing & Repro
Department Name	Piper Center
Full-Time/Part-Time	Full-Time
VP Code	EXEC VP/PROVOST
Scope of Search	Open
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Category	03
Salary Range	\$41,976 - \$50,000 per year; DOE
Close Date	01-November-2017
Job Description	Under general direction, serves as the editor of printed publication and web based content for Hayden's Ferry Review, the student-supported literary journal at Arizona State University. Sets and manages editorial schedule and assignments to ensure publication of timely, relevant, and engaging materials consistent with established objectives. Leads student editors in managing submissions processes, coordinating events, and increasing readership. With guidance from the Virginia G. Piper Center for Creative Writing, directs a special project and academic database focused on translation using literature previously published in Hayden's Ferry Review. Builds and manages a network of translators assisting with and contributing to this special project.
Essential Duties	Plans, solicits, manages, and coordinates weekly online content and biannual printed issues for the literary journal; prepares long-term and issue-by-issue story planning including editorial budget to ensure production of high quality biannual publication. Directs development of special translation project, and assigns tasks and projects to student editors and assisting translators in order to meet publication goals. Sets deadlines consistent with production schedule. Supervises editorial team, providing structure, guidance, and feedback. Supports editorial team in the development of and progress towards clear, measurable goals. Proofreads hard and soft copy before publication. Manages budgets and publication cycles for both the literary journal and the special translation project. Leads team efforts to increase journal subscriptions and distribution, including targeted outreach, communications with purchasers and subscribers, and planning fundraising events and issue launches. Coordinates with

featured artists, translators, and contributing writers and poets to meet publication needs and produce each multi-genre issue of literary journal.

Works closely with Piper marketing and program areas in developing goals, plans, and strategies; maintains communication on style, quality, and direction of publications. Meets regularly with leadership team at the Virginia G. Piper Center for Creative Writing to report on progress, budgets, and outcomes. Researches requirements of web content development to ensure ability to support requested web offerings, and guides contracted developers in improving website design and increasing website functionality and impact. May edit e-newsletters, including mock up in HTML and confirming accuracy/operations of all hyperlinks for completed newsletters. May draft articles for a variety of communication vehicles and media releases in support of organizational events. Provides assistance in multimedia projects including production, scripting, and advising on video, podcasts and other audio/visual projects.

**Minimum
Qualifications**

Bachelor's degree in Journalism or a field appropriate to the area of assignment and five (5) years of related experience; OR, Nine (9) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired
Qualifications**

- Evidence of a Master of Fine Arts degree in Creative Writing.
- Experience with web development.
- Work experience in a University setting
- Demonstrated knowledge of the educational, research, and public service mission of a major public research university.
- Bilingual in one or more foreign languages.

**Working
Environment**

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Department
Statement**

The Virginia G. Piper Center for Creative Writing is the artistic and intellectual heart of a vibrant, multinational, and culturally diverse world of writers. The Center is dedicated to serving our writing communities, both local and global, by offering exceptional literary programs and resources.

The center aspires to:

- Build connections among readers, writers, and others across multiple disciplines and fields of interest
- Offer a variety of educational opportunities to support writers in every stage of their development
- Foster a thriving creative and literary community, and transform the Valley's cultural environment
- Become the driving force of a dynamic and entrepreneurial creative environment that will enrich Arizona and the entire Southwest
- Encourage cultural and artistic exchanges with international communities
- Promote the value that art is integral to all of our lives, and make it accessible both within and beyond our community of writers

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment
Verification
Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Fingerprint Check
Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to
Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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