

QUAESITUM INTERNSHIPS – Call for applications

Quaesitum, the Undergraduate Research Journal at the U of M, is seeking students to serve on the editorial board for its next volume.

Benefits include:

- \$3000 per semester for 12 hours/week of intern work (beginning January 2025)
- assistance with travel in the form of bus passes and professional dress allowance
- child/elder care available based on a needs assessment
- experience with all aspects of the academic publishing process
- a valuable addition to your resumé!

Qualifications:

- Junior or Senior English major or minor
- Superior writing skills
- Experience with tutoring or giving writing feedback a plus (but not required)
- Experience with Adobe Acrobat & InDesign a plus (but not required)

Responsibilities:

- Attend an initial training meeting
- Evaluate submissions & make recommendations for acceptance/rejection
- Attend *Quaesitum* meetings as needed (these can be scheduled so they will not conflict with other classes)
- Assist with preparation of final volume
- Write a term-end reflective paper (5 pp.)
- Other administrative tasks as needed

Some potential roles include (not a complete list):

Editorial assistant: Act as liaison to authors & faculty reviewers. Assist with promotional events such as Works in Progress. Format content in preparation for printing.

Content creator: Produce written and visual content to promote the journal to undergraduate students.

Content strategist: Develop plans and strategic approaches to effectively communicate informative content to undergraduate students.

Marketing coordinator: Execute promotional campaigns to elicit future submissions

Social Media coordinator: Manage the journal's social media accounts by posting engaging material and leveraging online platform functionalities (*e.g.*, tags, hashtags, mentions, etc.).

If you are interested, please send 1) a **current resumé**, and 2) a **letter of interest** that describes the skills you bring to the journal and what you hope to gain from the experience to quaesitum@memphis.edu by **December 30, 2024**. Any questions can be sent to the same email address.

We hope you take advantage of this opportunity!