

**iSchool Communications and Marketing
Graduate Assistant (25% time)
Fall 2022 Semester**

The iSchool Communications and Marketing team seeks a GA to assist with production of *Library Trends*. Published since 1952, *Library Trends* serves as an essential tool for professional librarians and educators. Each issue explores critical trends in professional librarianship and includes practical applications, thorough analyses, and literature reviews. The journal is published quarterly for the iSchool by the Johns Hopkins University Press. It is a point of pride and contributes to our School's reputation of excellence.

The Communications and Marketing GA will report directly to the Senior Assistant Dean for Communications and Marketing, who serves as managing editor for the journal.

Primary job functions:

- Coordinate the production process, including schedules, workflows, and deadlines.
- Organize content, confirming the receipt of articles and supporting files.
- Correspond with issue editors, authors, and the publisher's production staff.
- Gather publishing agreements.
- Provide guidance regarding the submission of image files for figures and gather copyright permissions as needed.
- Upload articles into ScholarOne, assign roles, generate correspondence, bring to completion, and upload to publisher. Assist with copy editing and proofreading.
- Review and approve proofs.
- Assist the coeditors-in-chief as needed.
- Prepare for meetings of *Library Trends* Editorial Board, writing and distributing meeting agendas and minutes and communicating with the members.

Qualifications:

- Enrollment in the iSchool's MS in Library and Information Science (either on campus or online)
- Strong organizational skills and attention to detail
- Excellent written and oral communication
- Ability and desire to learn and utilize technology for executing required tasks

Applications:

Please send a cover letter and current resume via email with subject line "Application for Assistantship (Your Name)" to Cindy Ashwill at cashwill@illinois.edu. To ensure full consideration, applications must be received by August 9, 2022. The proposed appointment period is August 16, 2022, through December 31, 2022. Applicants may be interviewed before the closing date; however, no hiring decisions will be made until after the closing date. Applications will be accepted until the position is filled. Successful candidates may have the opportunity to renew for the Spring 2023 semester.