

## **Now Hiring: Honorable Mentions Layout Editor**

Do you have an interest in graphic design and an eye for detail? The Honors Program needs a creative and reliable student to serve as the layout editor for our quarterly newsletter, Honorable Mentions.

### **Available Positions**

The Honors Program seeks to fill the following position:

- Layout Editor

### **Position Responsibilities**

All Honorable Mentions Editors have the following responsibilities:

- Work with a team of student contributors to produce one newsletter per quarter (Fall, Winter, and Spring)
- Work with a team of student editors to plan the content and the layout of each newsletter
- Develop ideas for creative stories and interesting articles
- Solicit work from Honors students
- Participate in regular Honorable Mentions editor check-ins (minimum four a quarter)
- Lead regular Honorable Mentions contributor meetings (minimum three a quarter)
- Meet deadlines

The Layout Editor will have the following additional responsibilities:

- Use Canva, Flipsnack, and other design programs to design and format the quarterly newsletter
- Provide original photography when needed, or solicit photography from student contributors

### **Eligible Candidates**

To be considered for this position, students must meet the following criteria:

- Be a current Honors freshman, sophomore, or junior
- Have contributed work to Honorable Mentions or the Honors Blog in the past
- Have at least 5 Honors Points

- Be available for in-person and zoom meetings throughout the quarter
- Have excellent time-management skills
- Have strong communication skills
- Experience with Canva or Flipsnack preferred
- Experience designing for publications preferred

### **Compensation**

- Editors receive a quarterly stipend of \$250.00 in the Fall, Winter, and Spring
- Successfully fulfilling the role of Honorable Mentions Layout Editor qualifies students for Honors Leadership

### **To Apply**

Interested students must provide the following:

- A completed application
- A reference's contact information (this can be faculty, a former employer, etc.)
- A statement of your qualifications and vision for next year's newsletter
- 3-4 examples of your design work. This can include artwork, graphic design pieces, or previous publications you have helped design.

**Applications are due Monday, April 29.** To submit your application, email all required materials to [honorsprogram@depaul.edu](mailto:honorsprogram@depaul.edu)

The layout editor position requires an interview with Honors Program staff. If you are selected for an interview, you will be notified in early May.

If you have any questions about this position, please email Mary Kate Turek at [marykate.turek@depaul.edu](mailto:marykate.turek@depaul.edu).