

2026-2027 Honorable Mentions Editor Application

Honorable Mentions Editor - Leadership Position Description

The DePaul University Honors Program is committed to producing a quality, quarterly magazine created by and for its students. The Honorable Mentions magazine provides a forum for announcements and information about Honors activities and students, serves as a voice for student and faculty views on important issues, and provides opportunities for displaying the creative and academic works of Honors students. Editors are responsible for the production of the magazine. This includes planning and contributing content, soliciting work from student contributors, designing the layout of the newsletter, and working with student contributors to meet deadlines and produce three newsletters per academic year. The editor position is a year-long commitment.

Honorable Mentions is currently hiring for both the Content Editor and the Layout Editor positions. Students must indicate whether they are applying for the Content Editor position, the Layout Editor position, or if they would like to be considered for both.

The Content Editor plays a central role in shaping each issue of Honorable Mentions. This position is responsible for identifying a quarterly theme for the magazine and collaborating with student contributors to develop submissions aligned with that theme. Content Editors host a minimum of three meetings per quarter with contributors to solicit submissions, clearly communicate deadlines, and work with contributors either virtually or in-person to produce polished, high-quality work. All submissions are thoroughly copy-edited by the Content Editor to ensure an error-free publication. The Content Editor also works closely with the Layout Editor throughout the graphic design and layout process, supporting the creative and aesthetic vision for the magazine.

The Layout Editor leads the creative and aesthetic vision for each issue of Honorable Mentions, establishing the visual direction that guides the magazine's look and feel from cover to final page. Using Canva and other graphic design platforms, the Layout Editor creates the overall layout and visual design of each issue by crafting unique, engaging designs for individual pieces while maintaining a cohesive and unified aesthetic throughout the publication in accordance with the quarterly theme. Throughout the production process, the Layout Editor collaborates closely with the Content Editor, providing direction on how content can best be integrated into the layout and delegating layout-related tasks as needed to ensure timely publication.

Positions Available

- Content Editor
- Layout Editor

Eligibility

Honors Students of all class standings eligible to apply. Applicants must be enrolled in on-campus classes for the entirety of the 2026-2027 academic year.

Position Responsibilities and Expectations for all Editors

- Collaborate with fellow editors to establish a quarterly theme for the magazine

- Possess excellent time management skills
- Organize and lead a minimum of three contributor meetings per quarter
- Organize and lead a quarterly Open Mic night
- Work with student contributors and fellow editors to plan and produce one issue per quarter (Fall, Winter, Spring)
- Participate in regular Honorable Mentions editor check-ins
- Demonstrate excellent communication and time management skills
- Use Canva and other design platforms to design each quarterly issue

Position Responsibilities and Expectations for Content Editor

- Possess excellent copy-editing and communication skills
- Work closely with student contributors to draft, revise, and complete submissions on time
- Thoroughly copy-edit all pieces to ensure a polished, error-free publication
- Take direction from the Layout Editor to assist with the design and layout of the final magazine using Canva

Position Responsibilities and Expectations for Layout Editor

- Possess excellent graphic design skills and proficiency with Canva
- Work closely with fellow editors to design and produce the final version of each issue
- Provide original photography or solicit photography from student contributors

Mandatory Dates

- Honors Retreat: Tuesday, September 8th, Time TBD
- *Honorable Mentions* Editors Meetings: Generally, three-five per month starting in Fall quarter. Times and dates to be determined by editors.
- Open Mic Night: Host one Open Mic Night a quarter

Stipend

Honorable Mentions Editors receive a \$250 stipend in the Fall, Winter, and Spring quarters.

Required Application Materials

- This completed application
- A letter of intent stating your qualifications for the position and vision for the newsletter

Applicants for the Content Editor position must also provide:

- 2-3 examples of your creative or original writing

Applicants for the Layout Editor position must also provide:

- 3-4 examples of your design work. This can include original artwork, graphic design pieces, or previous publications you have helped design.

Applicant Contact Information

Name: _____ Cell Phone: _____

DPUID#: _____ DePaul Email: _____

Please indicate which position you are applying for:

_____ Content Editor

_____ Layout Editor

_____ I would like to be considered for either position

Faculty Recommendation

This position requires a faculty recommendation. Please ask a faculty member that knows you well if they will provide a recommendation for you. The online recommendation form will be emailed to them.

Faculty Name: _____ DePaul Email _____

Please email this application and your letter of intent to Mary Kate Turek at honorsprogram@depaul.edu no later than Thursday, May 14 at 11:59pm.

All positions require an interview with the Honors Program staff and current *Honorable Mentions* Editors. If you are selected for an interview, you will be notified after the application period closes.

If you are offered an Editor position, please be aware of the [Hiring Paperwork](#) process and [I-9 documents](#) you will be required to submit.

If you have any questions about this position, please email Mary Kate Turek at honorsprogram@depaul.edu.