**Worlds of Words Editorial Assistant Intern for Journals**

**Spring 2018**

**Job description**

Worlds of Words, an initiative to build global understanding through children's literature, seeks a highly motivated individual with an interest in academic publications for an editorial internship in our collection located on the fourth floor of the College of Education. This internship allows individuals to participate in all areas of WOW’s online academic publications from call for manuscripts to publication. Though the position emphasizes editorial work, there will be opportunities for light writing and research as well.

**Duties include:**

- Working with the Coordinator and Editors to solicit submissions for the online journals, WOW Stories and WOW Review;
- Working with the Editors and Authors to ensure all deadlines are met (submissions, revisions, and final edits);
- Copy editing, fact checking and optimizing the online journals;
- Preparation of social media updates;
- Carrying out light administrative tasks.

**Duties may include:**

- Collaborating with and assisting other members of the WOW outreach team;
- Selection and digital manipulation of images for publication;
- Providing patron service in person, on the phone and online;
- Researching and deploying alternative publication formats;
- Assisting co-workers with events.

**Reports to:**

The Editorial Assistant Intern for Journals reports to the Coordinator of Outreach and Collections and the Journal Editors.

**Qualifications:**

- Excellent organizational skills.
- Excellent writing and proofreading skills.
- Ability to type 40+ wpm.
- Strong research skills.
- Familiarity with Associated Press style and American Psychological Association style.
- Ability to meet deadlines.
- Ability to work effectively on a team.
- Familiarity with Macs and MS Word.
• Familiarity with WordPress desired, but not required.

**Hours:**

Interns will be scheduled for 8.5 to 9 hours each week. WOW allows for a flexible schedule. While we will track the hours the Editorial Assistant Intern puts in to report back to the University of Arizona English Department, we are more interested in the completion of tasks.

**Compensation:**

This is an unpaid internship.

**Benefits:**

Direct experience with primary researchers who are currently publishing their work. Exposure to the book industry and current literary climate. Previews of unpublished and newly published books for children and teens. Networking opportunities and job skills development. Publication by-lines. Relevant skills in online platforms. A fun and engaging work environment located on campus.

**Application Process:**

Send a cover letter, resume and two short nonfiction writing samples or excerpts of no more than 500 words. E-mail preferred: Send e-mail with Word or PDF attachments to Rebecca Ballenger at rklb@email.arizona.edu. Please put “Editorial Intern” as the subject header. We will contact you only if you have been selected for an interview. Please do not call.

**About Worlds of Words:**

Worlds of Words is committed to creating an international network of people who share the vision of bringing books and children together, thereby opening windows on the world. We encourage thoughtful dialogue around global literature so that children can reflect on their own cultural experiences and connect to the experiences of children across the globe.

Worlds of Words holds an estimated 30,000 volumes of children’s and adolescent literature focusing on world cultures and Indigenous peoples. Housed at the University of Arizona, College of Education in a recently renovated center, Worlds of Words has a large collection space along with a special collections room, studio, offices, visiting scholar office, and a classroom. The space is open to the public and used for a variety of events and functions.

These resources are used to:

• promote intercultural understanding and global perspectives.
• identify excellent culturally authentic literature about children’s lives around the world.
• provide resources for adults who share a passion for connecting readers with books.
• share the stories of children’s dialogue and interactions around global literature.
• encourage the integration of global literature into the curriculum.