



<b>Job Title:</b>	<b>Publisher</b>	<b>Job Category:</b>	Publisher/Editor
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	PUB2010
<b>Location:</b>	Joliet IL	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	Volunteer or Internship	<b>Position Type:</b>	Volunteer or intern credits
<b>HR Contact:</b>	Mac Willis	<b>Date posted:</b>	2010
<b>Will Train Applicant(s):</b>	Some training	<b>Posting Expires:</b>	Perpetual
<b>External posting URL:</b>	<a href="http://www.unitycdc.org/newjobsmainmenu.html">http://www.unitycdc.org/newjobsmainmenu.html</a>		
<b>Internal posting URL:</b>	<a href="http://www.unitycdc.org/newjobsmainmenu.html">http://www.unitycdc.org/newjobsmainmenu.html</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> Fax: (815) 722-8559 or <a href="mailto:mwillis@unitycdc.org">mwillis@unitycdc.org</a> Subject Line: Publisher <b>Attention:</b> Mac Willis		<b>Mail:</b> Mac Willis Administration 201 S. Briggs Street Joliet, IL. 60433	
<b>Job Description</b>			
<p><b>WRITING:</b> Generally short notices, biographical notes, promotional copy, and in some cases articles.</p> <p><b>PROOFREADING:</b> All editorial and promotional copy, with the assistance of the editorial staff.</p> <p><b>RESEARCH:</b> Biographical information on authors, books, and/or marketing information.</p> <p><b>FACT CHECKING:</b> Verifying that all proper nouns are spelled correctly and have the correct diacritical marks; that all bylines are current; that publishing information, including complete addresses for small presses, is correct; etc.</p> <p><b>COPYEDITING:</b> Only if an intern or volunteer shows exceptional talent and ability to work with grammar and style, and has a working knowledge of <i>The Chicago Manual of Style</i>, will they do actual copyediting. However, the opportunity exists to learn copyediting and become familiar with editing techniques.</p> <p><b>OFFICE WORK:</b> Some clerical tasks, primarily newsletter preparation and printing</p> <p><b>WORD PROCESSING:</b> generates its pages from our computer using Quark, the editorial materials need to be proofread and corrected. Typing skills are helpful — though not required.</p> <p><b>PRODUCTION:</b> Depending on the interests of the intern or volunteer, she or he may assist in the Unity CDC Art &amp; Craft Area. In general, we try to give the intern or volunteer as broad a work experience as they are interested in receiving. We like Interns to assist in all areas of the production of our magazine, including the rather mundane tasks involved with distribution (stapling, folding, etc.), depending on the individual student's interests and abilities.</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

Disclaimer: This job description is intended to provide the general nature and level of work to be performed by volunteers and interns within this classification. It is not intended to be all inclusive of the job duties, responsibilities, and qualifications required of volunteers assigned to this job. The commissioner may also perform other duties as required and approved by Office of President. The above duties are subject to change at any time.