

Department of Marketing and Communications

Copy Editor

Tri Sigma's Department of Marketing and Communications is seeking alumnae committed to building and upholding a strong brand and culture by proofreading and editing articles in Tri Sigma's magazine, *The Triangle*.

We are seeking two volunteers to begin July 15th, who will be responsible for editing articles on a wide range of topics of interest to the membership in *The Triangle*.

The priority deadline to apply is July 1st, 2019.

Qualifications:

- Undergraduate degree attained in Journalism, Communications, or relevant field
- Proficiency in AP Stylebook

Expectations:

- Participate in initial training with Director of Marketing and Communications to review responsibilities. Time commitment: 1 hour.
- For each issue of *The Triangle*: correct grammar and spelling, check text to ensure it is well written and logically structured, check facts and raise queries with author as needed. Busiest times are from July through August and from January through March, with a time commitment of up to 5 hours per week prior to the deadline.
- This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.



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