

Saltman Quarterly Program

Staff Position Descriptions

Core staff positions are identified with an asterisk(*)

Editor-In-Chief*

Eligibility: Junior or higher standing; biology major or minor, previous core staff member

Program Component(s): Research Journal, UTS, Outreach, Showcase

Summary: The Editor in Chief is the figurehead, manager, and visionary for the Saltman Quarterly Program. He or she is responsible for coordinating the entire publication, chairing editorial meetings, and understanding the details of running a student organization and scientific journal. The Editor in Chief is intimately familiar with the details of a scientific journal, and is ultimately responsible for the direction of the Saltman Quarterly Program.

Responsibilities:

- Oversees all duties for the production of the journal, its members, and is ultimately responsible for all content in the publication.
- Serves as the external representative for the publication and supervise all other editors. As the liaison between the SQ Staff and the Dean's Office Staff, the editor shall submit to the Deans Office a written report on the status of the journal (quarterly or when requested).
- Make final decisions on layout/article order, journal style, etc., where there are creative differences in the editorial staff.
- Presides over agreement on the cover page with the staff members and advisors.
- Works with the Production Editor on the layout of the print version of the journal.
- Attends staff meetings and will preside over all officer meetings each week (or whenever held).
- Assists the Research Editor in manuscript selection, and in choosing which manuscripts go to the Faculty and Student Review Board
- Coordinates SQ interaction with campus libraries, and guarantees libraries are in possession of hard SQ copies, and are willing to promote the cause of SQ
- Drafts funding letters to Provosts, Student Affairs, etc., and delegating follow-up procedures.
- Understands and articulates the mission and purpose of SQ at public gatherings
- Seeks collaborative partnerships with faculty and professors, including those teaching BISP 199, 196, 194, etc.
- Holds full responsibility for the publication of each SQ and UTS issue.

Requirements:

- In-depth knowledge of the inner-workings and publication process of a scientific journal
- Intimate familiarity with reading primary scientific literature, and understanding the difference between poor and excellent scholarship and journal production
- Applicant should have excellent organizational and leadership skills, and the ability to communicate effectively with a large team
- Has the ability to multitask, and handle a large workload
- Good public speaking skills; will be the spokesperson for SQ at biology-related UCSD events
- In addition to the above mentioned responsibilities, the applicant should possess the skills of the Research Editor, and can conduct those duties in his/her absence
- Develops SQ in the direction of a professional scientific journal, and is aware of the standards and criterion followed by professional editors
- Ambition for developing and expanding the scope of the Saltman Quarterly Program

Oversees: All other program student staff

Reports to: Staff Advisors

Liaison to: A.S., USIS office; Dean's Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings, 1 Hour Weekly Production Meetings, 1 Hour Weekly Media/Publicity Meetings, 1 Hour Online Topic Meetings; attendance of all SQ events, roughly 3 hour events every other week.

Executive Editor*

Eligibility: Sophomore or higher standing; biology major or minor, previous core staff member

Program Component(s): Research Journal, UTS, Outreach, Showcase

Summary: The Executive Editor reports directly to the Editor-in-Chief. He/she is second in command and is the Editor in Chief's key executive. This position is responsible for overseeing budget, staffing, and scheduling of all components of the Saltman Quarterly Program. He or she is responsible for understanding and administering the day-to-day operations of the student org. In addition, the Executive Editor is responsible for coordinating the publication of Under the Scope, including organizing meetings and working closely with the Features Editor and coordinating with the Production Team to ensure a timely and efficient production. He or she must also always be looking for ways to expand and improve the UTS magazine.

Responsibilities:

- Coordinate administrative duties on behalf of the Editor-in-Chief, including but not limited to budget, staffing, scheduling, and enforcement of timelines.
- Ultimately responsible for program finances. Assist with developing budgets and facilitate fiscal transactions, as well as submitting budget requests to AS.
- Serve as the administrative coordinator for program activities.
- Responsible for ensuring that both editorial and logistics timelines are met, especially for Under the Scope.
- In charge of setting up logistics for weekly staff meetings and coordinating other meeting logistics as needed (weekly SQ staff meetings, biweekly staff advisor meetings, and biweekly UTS staff meetings).
- Attend all staff meetings and will keep the Editor-in-Chief apprised of outstanding action items.
- Understand and articulate the mission and purpose of SQ at public gatherings.
- Assist Editor-in-Chief and PR committee with distribution of printed publications.
- Coordinate with Review Board Managers and UTS Features Editor to advertise UTS and find staff writers for the year
- Act as the liaison between UTS and the production team in order to ensure timely production
- Work alongside the Production Editor to constantly expand on the artistic creativity that the magazine uses to convey scientific research.
- Edits articles and facilitates discussion with faculty advisers during Winter Quarter regarding final drafts
- Assumes the duties of the Editor in Chief in his or her absence.

Requirements:

- In-depth knowledge of the inner-workings and publication process of a scientific journal
- excellent organizational and leadership skills, and the ability to communicate effectively with a large team
- detail-oriented and able to enforce high standards of quality
- ability to multitask, and handle a large workload
- Develops SQ in the direction of a professional scientific journal, and is aware of the standards and criterion followed by professional editors
- In addition to the above mentioned responsibilities, the applicant should possess the skills of the Editor-in-Chief, and can conduct those duties in his/her absence
- Ambition for developing and expanding the scope of the Saltman Quarterly Program

Oversees: All other program student staff other than Editor-in-Chief and Editor-at-Large

Reports to: Editor-in-Chief, Staff Advisors

Liaison to: A.S., USIS office; Dean's Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings, 1 Hour Weekly Production Meetings, 1 Hour Weekly Media/Publicity Meetings, 1 Hour Online Topic Meetings; budget meetings for AS roughly 2 hours every other week.

Special Sections Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous core staff member

Program Component(s): Research Journal, UTS

Summary: The Special Sections Editor is responsible for overseeing the completion of the BS/MS section, Senior Honor Thesis Abstracts, and Saltman Dedication. He or she works with the BS/MS Program Liaison to advertise and select submissions for the BS/MS section.

Responsibilities:

- Responsible for routine contact with BS/MS students submitting “letters” and provides assistance with all questions pertaining to SQ submission standards.
- In conjunction with the Faculty Reviewer, assists in the approval of “letters” that move on to publication.
- Guarantees that authors submit and implement reviewer suggestions in a timely manner.
- Schedules a meeting between author and faculty reviewer (if necessary), and attends meeting to guarantee that discussed changes are eventually implemented
- Individually reads and critiques the final “letters”, and corresponds via email with author to reach final version
- Ensures that all necessary signatures and clearances are submitted by authors of accepted “letters”, including the Author Agreement and Graphics Permission Statement
- Ensures that a proper flow of “letters” are received, and works with the BS/MS Program Liaison to market advertising campaign to achieve this end

Requirements:

- Possesses strong communication skills, excellent English grammar skills, and acuity for reading and analyzing scientific literature.
- Has a strong business mind for scientific advocacy
- Understands and seeks to implement professional research standards in SQ

Oversees: BS/MS Program Liaison

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors

Liaison to: A.S., USIS office; Dean’s Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff meetings; 1 Hour Biweekly Advisor meetings; SQ events - social, academic, and PR; constant email contact with staff.

Editor-at-Large*

Eligibility: Junior or higher standing; biology major or minor; former Core Staff member with editorial position

Program Component(s): Research Journal, UTS, Outreach, Showcase

Summary: The Editor at Large is the advisor to the Editor-in-Chief and Executive Editor in all aspects of the Saltman Quarterly Program. He or she is responsible for understanding the details of running a student organization and scientific journal and is responsible for guiding the direction of the Saltman Quarterly Program.

Responsibilities:

- Assists or advises the Editor-in-Chief in any necessary duties.
- Understands the mission and purpose of SQ at public gatherings.
- Works with other editors to complete the Saltman Dedication.

Time commitment: 1 Hour Weekly Core Staff meetings; SQ events - social, academic, and PR; email contact with staff

Research Team

Research Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): Research Journal

Summary: The Research Editor is the engine behind research manuscript review and submissions, and works primarily to advance scientific writing and scholarship.

Responsibilities:

- Responsible for routine contact with writers submitting research manuscripts and research review articles, and provides assistance with all questions pertaining to research and SQ standards.
- Ensures legitimate origins of data.
- Determines which manuscripts move on to the Student Review Board and which do not, and assigns a faculty reviewer in the appropriate section to review the manuscript.
- In conjunction with the Review Board Managers and Faculty Reviewer, assists in the approval of manuscripts that move on to publication.
- Guarantees that authors submit and implement reviewer suggestions in a timely manner.
- Schedules a meeting between author and faculty reviewer (if necessary), and attends meeting to guarantee that discussed changes are eventually implemented
- Individually reads and critiques the final manuscripts, and corresponds via email with author to reach final version
- Ensures that all necessary signatures and clearances are submitted by authors of accepted research manuscripts, including the Author Agreement and Graphics Permission Statement
- Ensures that a proper flow of research manuscripts are received, and works with Biology Student Affairs to market advertising campaign to achieve this end

Requirements:

- Will be required to plan and execute at least one meeting with a course professor or faculty per month that will directly generate submissions for Saltman Quarterly.
- Possesses strong communication skills, excellent English grammar skills, and acuity for reading and analyzing scientific literature.
- Has a strong business mind for scientific advocacy
- Understands and seeks to implement professional research standards in SQ

Oversees: Review Board Managers

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors

Liaison to: A.S., USIS office; Dean's Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings. 1 Hour Weekly Research/Technical Staff Meetings

Review Board Manager*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): Research Journal

Summary: The Review Board Manager reports to the Research Editor. He/she is responsible for overseeing the review board members, including the planning and leading of review board workshops. He or she is responsible for organizing manuscript review files and collecting and summarizing comments from student reviewers to give to the Research Editor.

Responsibilities:

- Maintains contact information on all review board members and records of each member's manuscript review history
- Attends and organizes review board workshops presented by faculty
- Prepares manuscript review files for review board members and oversees the distribution and return of the files by the established deadline.
- Provides Research Editor with comments from student reviewers for each manuscript.
- Provides review board members with necessary resources to better develop manuscript review skills. This includes, but it's not limited to, scheduling meetings between faculty review 'mentors' and students to discuss articles.
- Facilitates high ethical standards throughout each objective review, and focuses critical reviewing of manuscripts in accordance to individual areas of expertise

Requirements:

- Strong organizational skills, and capable of maintaining order amidst large volume of review board input.
- Understands the nature of scientific review, and can discriminate between good and bad research critiques.

Oversees: Review Board members

Reports to: Editor-in-Chief, Executive Editor, Research Editors, Staff Advisors

Time commitment: Weekly staff meetings; Review Board workshops; SQ event- social, academic; email contact with staff.

Review Board Member

Eligibility: biology major or minor, or undeclared.

Program Component(s): Research Journal

Summary: Review Board Members are assigned to one of our four sections based on their interest and availability. Members will receive 1-3 manuscripts each quarter for personal review. Members will then submit a review form detailing their analysis and opinion of the paper which will be taken into serious consideration by both the author and the SQ editorial staff. All reviews are anonymous so members are encouraged to be as thorough and honest as possible.

Responsibilities:

- Attends mandatory review board workshops presented by faculty
- Provides Review Board Managers with review comments for each manuscript.
- Facilitates high ethical standards throughout each objective review

Requirements:

- Understands the nature of scientific review, and can discriminate between good and bad research.
- Ability to write clear concise critiques.

Oversees: N/A

Reports to: Review Board Managers

Time commitment: Quarterly General Body Meeting, monthly Review Board Workshop; optional SQ events- social, academic; email contact with Review Board Managers.

Technical Editor

Eligibility: Sophomore or higher standing; biology major or minor

Program Component(s): Research Journal, UTS

Summary: The Technical Editor makes technical edits to print and online article. He/she works with the Production Team to ensure all articles and submitted manuscripts adhere to proper scientific paper format, for both online and print publications. He/she is responsible for ensuring that all tables, graphics, and images within SQ and Under the Scope adhere to proper scientific paper format. He/She is also responsible for staying up-to-date with professional editorial guidelines, and implementing them within SQ. This position is in charge of utilizing the SQ style sheet in all written works, to ensure a uniform writing style and graphics style throughout the journal. There are four positions available.

Responsibilities:

- Edits assigned manuscripts for publication both online and in print version.
- Ensures proper scientific paper format
- Works with the authors of accepted manuscripts to ensure that tables, graphics, and other science images meet proper scientific paper format, in regards to legibility, clarity, and resolution. This may require reformatting various tables, graphs, or charts, and then confirming their integrity with the author.
- Works with Features Design Editor to check image quality
- Designs SQ staff page layout in journal
- Confirms the layout format, size, and photo quality of all graphics for both online and print version publication.
- Applies SQ style sheet to manuscript text including capitalization, paragraph formatting, footnotes, references, figure captions, title, headings, spelling, and syntax, etc.
- Ensure uniformity of writing and graphics style across manuscripts

Requirements:

- Excellent English grammar skills and attention to detail
- Excellent organizational and communication skills

- Detail-oriented
- Familiarity with professional editorial guidelines
- Attend workshops on scientific writing and information (citations) management

Reports to: Editor-in-Chief, Executive Editor, Production Editor, Staff Advisors.

Time commitment: 1 Hour Biweekly Advisor Meetings. 1 Hour Weekly Research Staff Meetings.

Writing Staff

Features Editor (2)*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): SQ Research Journal, UTS Magazine, SQ Insider

Summary: The Features Editor is responsible for the staff writers, guiding them towards completion of a features article for the research journal. He or she is responsible for providing writer's workshops, peer editing sessions, and other events necessary to ensure the completion of a professional features article by each of the staff writers.

Responsibilities:

- Directly oversees the editing and critiquing of features articles
- Assists staff writers with topic selection and writing guidelines
- Responsible for maintaining communication with staff writers on the progress of their articles
- Provides assistance with all stages of article preparation, including interviewing
- Maintains proper SQ style for references, graphics, footnotes, etc.
- Regularly updates Editor-in-Chief on feature article status
- Organizes science writing workshop for Staff Writers

Requirements:

- Excellent English grammar skills
- Excellent Communication skills

Oversees: Staff Writers

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings. 1 Hour Weekly Writing Staff Meetings, 1 Hour Online Topic Meetings

Staff Writer

Eligibility: sophomore or higher standing; biology major or minor

Program Component(s): SQ Research Journal or UTS Magazine

Summary: The staff writer is responsible for writing a features article for either print publications (SQ or UTS) on a topic that has been discussed with and approved by the Features Editor. He or she is responsible for interviewing the appropriate people and collecting images to be submitted along with the final article by the completion deadline.

Responsibilities:

- Commits to writing one feature article about a research topic for the SQ journal or the UTS magazine during the academic year - topic decided with the help of the Features Editor
- Must incorporate UCSD-based theme into article, generally includes interview with UCSD faculty
- Responsible for making editorial changes based on reviews of drafts
- Participates in 3 writing workshops during the academic year to develop and refine writing skills

Requirements:

- Excellent writing skills
- Active interest in current science news/developments
- Ability to communicate difficult scientific concepts in an engaging and understandable manner

Reports to: Editor-in-Chief, Executive Editor, Features Editor

Time commitment: 1 Hour Weekly Writing Staff Meetings, 1 Hour Editing Meetings every other week, 2 Hour Mandatory workshops twice a quarter

Online Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): SQ Online, Research Journal, UTS

Summary: The Online Editor is responsible for overseeing all content that is posted on the SQ Online website. They will coordinate with the Media Editor and Features Editors to ensure that articles are published by weekly/ daily deadlines.

Responsibilities:

- Assigns topics to writing staff on a weekly basis
- Ensures that the editing process of each article is consistent with the deadlines that the online cycle must meet
- Oversees all topics and deems them appropriate for the SQ Online mission and the Division of Biology's Rules and Regulations
- Communicates with the Media Team to ensure that articles are posted within the pre-determined timeframe
- Communicates with Technical Editors to ensure that copy editing of all articles is on time
- Communicates with Features Editors to ensure that content editing of all articles is on time
- Ensures that the blog entries are submitted on time and the content is consistent with the respective theme as well as with the SQ constitution
- Creates final edits for all articles

Requirements:

- Possesses strong communication skills, excellent English grammar skills, and acuity for reading and analyzing scientific literature.
- Experience with developing content for the web using multimedia avenues and content managements systems such as Wordpress
- Is autonomous with deadlines and willing to invest extra time to ensure that deadlines are met
- Detail-oriented and able to maintain and develop a consistent SQ style across all online applications.

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors, Media Editor.

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings, 1 Hour Online Topic Meetings; 1 Hour Online Editing Meetings.

Online Reporter

Eligibility: biology major or minor

Summary: The online reporter is responsible for writing timely pieces related to recent events in biology for the online website. He or she is responsible for interviewing the appropriate people and collecting images to be submitted along with the final article by the completion deadline.

Responsibilities:

- Commits to writing news and features pieces throughout the year for the SQ Online site (2-3 articles per quarter).
- Responsible for making editorial changes based on reviews of drafts
- Commits to attending writing workshops and peer review sessions throughout the academic year

Requirements:

- Excellent writing skills
- Active interest in current science news/developments
- Ability to communicate difficult scientific concepts in an engaging and understandable manner

Reports to: Editor-in-Chief, Executive Editor, Online Editor

Time commitment: 1 Hour Weekly Writing Staff Meetings, 1 Hour Editing Meetings every other week, two-hour Mandatory workshops twice a quarter

Blog Manager*

Eligibility: Biology major or minor.

Program Component(s): SQ Online

Summary: The Blog Manager corresponds with bloggers about their content and deadlines and provides creative direction.

Responsibilities:

- Engages with social media and web-posting as part of a creative team to produce original online content.
- Responsible for communicating with bloggers about deadlines
- Responsible for managing blog content using platforms such as Trello and Wordpress

Requirements:

- Is autonomous with deadlines and willing to invest extra time to ensure that deadlines are met
- Understands and works to maintain the SQ blog writing style requirements
- Excellent written and verbal communication skills

Reports to: Editor-in-Chief, Executive Editor, Media and Online Editors

Time commitment: 1 Hour Weekly Media Staff Meetings, all SQ events roughly 2 hours every other week.

Blogger

Eligibility: Biology major or minor.

Program Component(s): SQ Online

Summary: The student blogger writes and develops a blog on student life throughout the year. Blogs are featured on SQ Online and provide a unique perspective on what it's like to be a biology student on campus. We select four bloggers with diverse backgrounds and interests. Read our current bloggers' [entries](#).

Responsibilities:

- Commits to writing biweekly blogs each quarter
- Writes on topics of student-interest, detailing events and lessons from their life or a topic related to the theme of the blog
- Maintains a consistent tone while being conversational and respectful in content matter
- Must incorporate their own theme into each post, including embedded elements like graphics and videos
- Responsible for making editorial changes based on reviews of drafts by Blog Managers

Requirements:

- Excellent writing and time-management skills
- Active interest in current science news/developments as well as activities on campus
- Ability to communicate creatively and in an engaging manner

Reports to: Editor-in-Chief, Executive Editor, Media & Online Editors, Blog Managers

Time commitment: two-hour Mandatory workshops twice a quarter; time spent weekly researching, writing and editing posts.

Production Team

SQ Production Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): *Saltman Quarterly* Research Journal

Summary: The SQ Production Editor is in charge of managing the design and overall publication of the research journal. This position overlooks the Research and Features Design Editors as well as the Technical Editors for Graphics. He or she is responsible for coordinating an efficient and timely production schedule, always working with the production team. He or she must also have a good eye for design and detail, as he or she will help design the journal and the magazine. There are two positions available.

Responsibilities (shared with between SQ and UTS Production Editors):

- Host weekly production meetings with the Design Editors and Graphic Editors, as well as a beginning of the year Critique meeting
- Works with the rest of the editorial board to ensure that new design ideas and stylistic approaches are being considered by the production team
- Communicate with the Editor-in-Chief, Executive Editor, Research Editor, and Features Editors to make sure that manuscripts and articles are consistent with the design styles chosen for the journal or the magazine.
- Responsible for creating a Dropbox account that holds all of the most current layouts, images, manuscripts and articles. Must also constantly update the account to make sure the production team is using the most recent submissions.
- Create InDesign libraries at the beginning of the year
- Host InDesign/Photoshop workshop along with Media Specialist during Fall Quarter for the Production team
- Work with the production team to create a stylebook
- Designs the Special Pages, which include the Front and Back Cover, the Table of Contents, Divider pages, Staff page, Senior Honors Theses, and Saltman Dedication
- Finds illustrators and photographers for necessary layouts and sections.
- Responsible for making sure that production timelines are met by being in constant communication with the rest of the production staff
- Works with Media Specialist to make sure all images are properly linked and formatted
- In charge of helping Design Editors find images for respective sections by communicating with staff writers and other editors
- Attend all staff meetings and keep Editor-in-Chief updated with Production progress
- Responsible for overseeing the final production of all pages, by proofreading each layout with the Media Specialist, Editor-in-Chief, Executive Editor and production team

Requirements:

- Experience with layout design and all design software, including Adobe InDesign and Adobe Photoshop.
- Good eye for design and detail
- Excellent managing skills and leadership skills, along with the ability to communicate effectively with a team of people.
- Develops the journal in a progressive way in terms of production; always looking for new ways to design it as well as expand it.

Oversees: Production team: Design Editors for Research and Features and Technical Editors for Graphics

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings. 2 Hour Weekly Production Staff Meetings.

UTS Production Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): *Under the Scope* magazine

Summary: The UTS Production Editor is in charge of managing the design and overall publication of the *Under the Scope* magazine. This position overlooks the Research and Features Design Editors as well as the Technical Editors for Graphics. He or she is responsible for coordinating an efficient and timely production schedule, always working with the production team. He or she must also have a good eye for design and detail, as he or she will help design the journal and the magazine. There are two positions available.

Responsibilities:

- Host weekly production meetings with the Design Editors and Graphic Editors, as well as a beginning of the year Critique meeting
- Works with the rest of the editorial board to ensure that new design ideas and stylistic approaches are being considered by the production team

- Communicate with the Editor-in-Chief, Executive Editor, Research Editor, and Features Editors to make sure that manuscripts and articles are consistent with the design styles chosen for the journal or the magazine.
- Responsible for creating a Dropbox account that holds all of the most current layouts, images, manuscripts and articles. Must also constantly update the account to make sure the production team is using the most recent submissions.
- Create InDesign libraries at the beginning of the year
- Host InDesign/Photoshop workshop along with Media Specialist during Fall Quarter for the Production team
- Work with the production team to create a stylebook
- Designs the Special Pages, which include the Front and Back Cover, the Table of Contents, Divider pages, Staff page, Senior Honors Theses, and Saltman Dedication
- Finds illustrators and photographers for necessary layouts and sections.
- Responsible for making sure that production timelines are met by being in constant communication with the rest of the production staff
- Works with Media Specialist to make sure all images are properly linked and formatted
- In charge of helping Design Editors find images for respective sections by communicating with staff writers and other editors
- Attend all staff meetings and keep Editor-in-Chief updated with Production progress
- Responsible for overseeing the final production of all pages, by proofreading each layout with the Media Specialist, Editor-in-Chief, Executive Editor and production team

Requirements:

- Experience with layout design and all design software, including Adobe InDesign and Adobe Photoshop.
- Good eye for design and detail
- Excellent management skills and leadership skills, along with the ability to communicate effectively with a team of people.
- Develops UTS in a progressive way in terms of production; always looking for new ways to design it as well as expand it.

Oversees: Production team: Design Editors for Research and Features and Technical Editors for Graphics

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings. 2 Hour Weekly Production Staff Meetings.

Features Design Editor (2)

Eligibility: Sophomore or higher standing; biology major or minor.

Program Component(s): SQ Research Journal, UTS Magazine, SQ Insider

Summary: The Features Design Editor is responsible for designing the Features section of the journal. He or she must be proficient in layout and design, and must know how to create a professional-looking publication. Since he or she is working on Features, there is more room for creativity and different layout styles. He or she reports to Production Editors and works with the Research Design Editor to ensure that a cohesive style is kept throughout both sections. He or she is also responsible for designing the BS/MS section of the journal and assisting with Under the Scope layout design as needed.

Responsibilities:

- Attend all production meetings and keep rest of the production staff updated with the Features Section's design progress
- Work with Technical Editor for Graphics to make sure that all images are formatted correctly and placed.
- Work closely with Research Design Editor to decide upon consistent byline style, headers, footers, and overall cohesiveness throughout both sections
- Reports to Production Editor on a regular basis to keep him or her constantly updated with the design progress
- Communicates with staff writers to discuss possible styles and layouts for their articles
- Work with the Production Editor to contract possible illustrators and photographers for the section.
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Requirements:

- Experience with layout design and all design software, including Adobe InDesign and Adobe Photoshop.
- Good eye for design and detail
- Creative layout skills, drawing upon different themes to create aesthetically pleasing sections, while still keeping a professional look.
- Reliability and organization are key

Reports to: Editor-in-Chief, Executive Editor, Production Editor, Staff Advisors.

Time commitment: Moderate to High, depending on time of year. Weekly production meetings as well as constant email communication with Production team.

SQ Research Design Editor

Eligibility: Sophomore or higher standing; biology major or minor.

Program Component(s): Research Journal

Summary: The Research Design Editor is responsible for designing the Research section of the journal. He or she must be proficient in layout and design, and must know how to create a professional-looking publication. He or she reports to the Production Editor and works with the Features Design Editor to ensure that a cohesive style is kept throughout both sections.

Responsibilities:

- Attend all production meetings and keep rest of the production staff updated with the Research Section's design progress
- Work with Technical Editor for Graphics to make sure that all images are formatted correctly and placed.
- Work closely with Feature Design Editor to decide upon consistent byline style, headers, footers, and overall cohesiveness throughout both sections
- Reports to Production Editor on a regular basis to keep him or her constantly updated with the design progress

Requirements:

- Experience with layout design and all design software, including Adobe InDesign and Adobe Photoshop.
- Good eye for design and detail
- Has a professional style of creating layouts and design, keeping to the standards of other well-known science journals
- Reliability and organization are key

Reports to: Editor-in-Chief, Executive Editor, Production Editor, Staff Advisors.

Time commitment: Moderate to High, depending on time of year. Weekly production meetings as well as constant email communication with production team.

SQ Special Sections Design Editor

Eligibility: Sophomore or higher standing; biology major or minor.

Program Component(s): Research Journal

Summary: The Special Sections Design Editor is responsible for designing other non-classified parts of the journal, including the Saltman Dedication and Senior Honors Theses section. He or she must be proficient in layout and design, and must know how to create a professional-looking publication. He or she reports to the Production Editor and works with the Features Design Editor and Research Design Editor to ensure that a cohesive style is kept throughout the journal.

Responsibilities:

- Attend all production meetings and keep rest of the production staff updated with the Special Section's design process.
- Works with Technical Editor for Graphics to make sure that all images are formatted correctly and placed.
- Works closely with Feature and Research Design Editor to decide upon consistent byline style, headers, footers, and overall cohesiveness throughout both sections.
- Works closely with Special Sections editor to ensure designs match writers' content.
- Individually reads and critiques the final "letters", and corresponds via email with author to reach final version
- Reports to Production Editor on a regular basis to keep him or her constantly updated with the design progress.

Requirements:

- Experience with layout design and all design software, including Adobe InDesign and Adobe Photoshop.
- Good eye for design and detail.
- Has a professional style of creating layouts and design, keeping to the standards of other well-known science journals.
- Reliability and organization are key

Reports to: Editor-in-Chief, Executive Editor, Production Editor, and Staff Advisors

Time commitment: Moderate to High, depending on time of year. Weekly production meetings as well as constant email communication with production team.

Media and Publicity Team

Media Editor*

Eligibility: Sophomore or higher standing; biology major or minor; previous staff experience highly recommended

Program Component(s): SQ Online, Research Journal, UTS

Summary: The Media Editor reports to both editor-in-chief and the executive editor. He/she is responsible for all issues related to the SQ info website and content site, as well as social media presence. The Media Editor oversees the Media/Publicity Committee and oversees media production for the site.

Responsibilities:

- He/she is responsible for all issues related to the SQ website and blog
- For maintaining and updating SQ website with announcements
- He/she is also responsible for maintaining the SQ blog with additions of articles, photos, and multimedia
- The webmaster will create new ways for SQ to be publicize online

Requirements:

- Previous web design work and experience with graphics software, such as Adobe Photoshop, Illustrator, and Dreamweaver (software will be provided)
- Experience with developing content for the web using multimedia avenues and content managements systems such as Wordpress
- Excellent organizational and communication skills
- Detail-oriented and able to maintain and develop a consistent SQ style across all online applications.

Reports to: Editor-in-Chief, Executive Editor, Staff Advisors.

Time commitment: 1 Hour Weekly Core Staff Meetings, 1 Hour Biweekly Advisor Meetings. 1 Hour Weekly Media Staff Meetings.

Publicity Chair*

Eligibility: Sophomore or higher standing; Biology major or minor; previous staff experience highly recommended

Program Component(s): SQ Online, Outreach, Showcase

Summary: The Publicity chair is responsible for seeking venues and promoting SQ to the public, as well as organizing and promoting internal events.

Responsibilities:

- Responsible for creating and posting flyers related to SQ, and for increasing campus-wide awareness of publication opportunities
- Responsible for promoting SQ to faculty and student researchers
- Actively seeks out venues for SQ promotion
- Routes all flyers and marketing campaigns by Editor-in-Chief for approval before posting anything around campus, or before speaking officially on behalf of SQ

Requirements:

- Creative eye for marketing style, and effective advertising campaign strategies
- Excellent written and verbal communication skills
- Able to take direction and keep editors well-informed of any activities.

Oversees: Communications/Publicity committee

Reports to: Editor-in-Chief, Executive Editor, Media and Online Editors, Staff Advisors

Liaison to: A.S., USIS office; Dean's Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff Meeting, 1 Hour Biweekly Advisor Meeting, 1 Hour Weekly Media Staff Meetings.

Media/Publicity Committee Member

Eligibility: Biology major or minor.

Program Component(s): SQ Online, Outreach, Showcase

Summary: The Web/Publicity committee is responsible for assisting the Media and Online Editors and Publicity Chair in maintaining and publicising online content and in promoting SQ and organizing internal events. Members of the team can specialize in either option.

Responsibilities:

- Engages with social media and web-posting as part of a creative team to produce original online content.
- Responsible for creating and posting flyers related to SQ, and for increasing campus-wide awareness of publication opportunities
- Responsible for promoting SQ to faculty and student researchers
- Actively seeks out venues for SQ promotion
- Routes all flyers and marketing campaigns by Editor-in-Chief for approval before posting anything around campus, or before speaking officially on behalf of SQ

Requirements:

- Creative eye for marketing style, and effective advertising campaign strategies
- Excellent written and verbal communication skills

Reports to: Editor-in-Chief, Executive Editor, Media and Online Editors, Communications/Publicity Chair

Time commitment: 1 Hour Weekly Media Staff Meetings, all SQ events roughly 2 hours every other week.

Community Outreach Team

Community Outreach Chair*

Eligibility: Sophomore or higher standing; Biology major or minor; previous staff experience highly recommended

Program Component(s): Community Outreach

Summary: The Community Outreach Chair is in charge of communicating Saltman Quarterly's passion for science to the community through service projects. They will work with all executive staff and their own dedicated staff to work on potential projects that may include but is not limited to:

- A focus on seminars with local high school students about Saltman Quarterly's mission: scientific communication.
- Mentoring younger students K-12 to create excitement for Biology and other STEM disciplines.
- Charity relays and fundraising
- Organizing guest speaker lectures for the biology population at UCSD
- Collaboration with local professional publications like the UT: San Diego, and UCSD's The Guardian

Requirements:

- Creative eye for marketing style, and effective advertising campaign strategies
- Excellent written and verbal communication skills
- Able to take direction and keep editors well-informed of any activities.

Reports to: Editor-in-Chief, Executive Editor, Media and Online Editors, Staff Advisors

Liaison to: A.S., USIS office; Dean's Office, other entities as needed

Time commitment: 1 Hour Weekly Core Staff Meeting, 1 Hour Biweekly Advisor Meeting, 1 Hour Weekly Media Staff Meetings.

Community Outreach Committee Member

Eligibility: Biology major or minor.

Program Component(s): Community Outreach

Summary: The Community Outreach Committee Member is part of a dedicated staff that helps SQ's Community Outreach efforts.

Assignments and responsibilities will be in accordance with the Community Outreach Chair, and each member will have an opportunity to help create, plan, and execute the outreach activities.

Requirements:

- Creative eye for marketing style, and effective advertising campaign strategies.
- Excellent written and verbal communication skills.
- Interest in networking with community education officials.
- Able to take direction and keep affected staff well-informed of any activities.

Reports to: Community Outreach Chair

Time commitment: 1 Hour bi-Weekly Community Outreach meeting and responsibility to follow through with committee assignments.

Photography/Illustration Team

Head Illustrator/Photographer*

Eligibility: Sophomore or higher standing; biology major or minor

Program Component(s): Research Journal, SQ Online, SQ Insider, Under the Scope

Summary: The Head Illustrator/Photographer is responsible for creating standards for art and graphics and maintaining a timely schedule for illustration and photography assignments. He or she will also oversee the illustration and photography review process.

Requirements:

- Experience with Adobe Photoshop
- Ability to create and maintain strict schedule of deadlines
- Hold bi-weekly staff meetings with illustration/photography team

Reports to: Editor-in-Chief, Executive Editor, SQ/UTS Production Editors

Time commitment: Moderate. Weekly 1 hour core staff meeting. Bi-weekly combined production meetings as well as email communication with production team.

Staff Photographer

Eligibility: Biology major or minor.

Program Component(s): Research Journal, SQ Online, SQ Insider, Under the Scope

Summary: The Staff Photographer is responsible for capturing "biology in action" through high-quality images.

Responsibilities:

- Attend bi-weekly combined production meetings to learn of possible assignments
- Works closely with Production team to ensure a "marriage of elements" between photography, illustration, design and written content
- Reports to SQ/UTS Production Editor and UTS Production Editor on a regular basis to keep him or her constantly updated with the photography progress

Requirements:

- Experience with Adobe Photoshop
- Good eye for photography and detail
- Has a professional style of photography, keeping to the standards of other well-known science journals
- Owns camera or has access to one, preferably a DSLR
- Reliability and organization are key

Reports to: Editor-in-Chief, Executive Editor, SQ/UTS Production Editors, and Head Illustrator/Photographer

Time commitment: Minimal to Moderate depending on photography assignment. Bi-weekly combined production meetings as well as email communication with production team.

Staff Illustrator

Eligibility: Biology major or minor.

Program Component(s): Research Journal, SQ Online, SQ Insider, Under the Scope

Summary: The Staff Illustrator is responsible for complementing written content with creative and appropriate illustrations.

Responsibilities:

- Attend bi-weekly combined production meetings to learn of possible assignments
- Works closely with Production team to ensure a "marriage of elements" between photography, illustration, design and written content
- Reports to SQ/UTS Production Editors and UTS Production Editor on a regular basis to keep him or her constantly updated with the photography progress

Requirements:

- Experience with Adobe Photoshop and/or Adobe Illustrator
- Good eye for illustration, art and detail
- Has a professional style of illustration, keeping to the standards of other well-known science journals
- Reliability and organization are key

Reports to: Editor-in-Chief, Executive Editor, SQ/UTS Production Editors, and Head Illustrator/Photographer

Time commitment: Minimal to Moderate depending on illustration assignment. Bi-weekly combined production meetings as well as email communication with production team