

Position: Associate Editor, Poetry and Book Reviews

Department: *The Georgia Review*

Position Summary:

This is one of two Associate Editor positions at *The Georgia Review*. This Associate Editor of poetry, in concert with the Associate Editor of prose, is responsible to the Editor of *The Georgia Review* for performing high-quality editorial work dealing primarily with screening of submissions from the online submissions manager program, selecting and preparing works for potential publication, and attending acquisitions meetings in which such manuscripts are evaluated. Some manuscripts approved by the acquisitions team will be assigned to an Associate Editor by the Editor for final editing. Although this Associate Editor specializes in poetry, each Associate Editor is fluent in all genres.

Additionally, this position leads the book review section along with the editor, which involves screening unsolicited review submissions, assigning reviews, and corresponding with presses, among other things

Duties and Responsibilities:

- Screens online submissions (poetry, short fiction, and essays) by selecting and securing submissions for the acquisitions team, working with the acquisitions team to evaluate submissions, and editing assigned work slated for publication.
- Mentors graduate assistants and undergraduate interns.
- Assists with the planning, coordination, and publicity of local *Georgia Review* programs, such as lectures and readings.
- Represents *The Georgia Review* at local, regional, and national functions as necessary.
- Maintains flexibility and awareness of changes and needs in the department by assuming related duties and responsibilities as assigned.

Minimum Qualifications:

- A terminal degree in literature, creative writing, or another disciplinary area appropriate for the position.

Additional Requirements:

This is an open rank role within the academic professional faculty track. This track includes 3 tiers: the ranks of Academic Professional Associate, Academic Professional, and Senior Academic Professional. These are non-tenure-track faculty positions. Detailed requirements for rank appointment and promotion can be found here: <https://provost.uga.edu/wp-content/uploads/appointment-promotion-guidelines-academic-professionals.pdf>

Relevant/Preferred Education, Experience, Licensure, and/or Certification:

- One or more years of editorial and/or publishing experience.

Preferred Knowledge, Skills, Abilities and/or Competencies

- Thorough awareness of literary writing and publishing, both past and current.
- Ability to develop manuscripts for publication through editorial engagement with potential authors.
- Ability to plan and meet publishing deadlines, and to work under deadline pressure.
- Effective verbal and written communication skills.
- Excellent copy-editing skills, including a solid knowledge of the Chicago Manual of Style.
- Ability to establish and maintain effective working relationships with contributors, students, and members of the academic community.

About the College/Unit/Department:

The Georgia Review is the literary-cultural journal published out of the University of Georgia since 1947. While it began with a regional commitment, its scope has grown to include readers and writers throughout the U.S. and the world, who are brought together through the print journal as well as live programming. Convinced that communities thrive when built on dialogue that honors the difference between any two interlocutors, we publish imaginative work that challenges us to reconsider any line, distinction, or thought in danger of becoming too rigid or neat, so that our readers can continue the conversations in their own lives.

The Georgia Review's administrative home is within the University of Georgia Libraries. The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. With 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. Please visit libs.uga.edu for more information.

About the University of Georgia:

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

About the City of Athens:

Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece. Today, Athens is considered one of the hippest small cities in America as well as one of the most progressive cities in the South.

Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 College Football National Championship. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast for its great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990, the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy

Salary and Benefits:

\$60,000

Academic Professionals are non-tenured faculty members. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Application Procedure:

Qualified applicants who wish to be considered for this position must apply at:

<https://www.ugajobsearch.com/postings/407359>

Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues develop preferred knowledge, skills and abilities. Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates are encouraged to submit their materials by January 31, 2025, however, the position will remain open until filled.

University System of Georgia Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at

https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at

<https://www.usg.edu/policymanual/section6/C2653>

Equal Opportunity

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu). Please do not contact the department or search committee with such requests.