**U.S. Studies Online**

Forum for New Writing

# Call for Applicants

*U.S. Studies Online* (USSO) is seeking a passionate and dedicated researcher in the American Studies community to join its friendly and hard-working editorial team. Currently we are seeking a new **Co-Editor**to work alongside current Co-Editor Sarah Collier, who will manage the overall duties of the website, edit and commission research articles, and organize monthly meetings to liaise with the current editorial team.

# U.S. Studies Online

*U.S. Studies Online* is designed to showcase and promote the exciting research produced by postgraduate and early career researchers in the American Studies academic community. Drawing upon the interdisciplinarity of American Studies, this platform covers a broad range of topics, incorporating history, literature, politics, cultural studies, film, art history, gender studies and interdisciplinary methods. The blog publishes posts from scholars of all levels and regularly receives more than one thousand views per week. [The editorial team](https://usso.uk/about-us/editorial-team/) and guest contributors source and produce varied content that includes [research](http://www.baas.ac.uk/usso/category/research/) posts; informal [interviews](http://www.baas.ac.uk/usso/category/60-seconds-with/); [book reviews](http://www.baas.ac.uk/usso/category/reviews/book-reviews/); [event reviews](http://www.baas.ac.uk/usso/category/reviews/conference-reviews/); [careers and professional development](http://www.baas.ac.uk/usso/category/skills-development/) advice; collaborative special featured [blog series](http://www.baas.ac.uk/usso/category/special-featured-blog-series/); podcasts; and our hugely popular monthly lecture series #BookHour. *U.S. Studies Online* is also home to the USSO annual [keynote competition](http://www.baas.ac.uk/usso/calls-for-contributions/keynote-competition/), which provides an opportunity to further support the personal and professional development of postgraduates and early career researchers. Read our mission statement [here](http://www.baas.ac.uk/usso/usso-mission-statement/).

# Duties of Position

**Co-Editor responsibilities will include:**

* Assessing incoming posts for intellectual rigor, methodological approach and stylistic merit.
* Providing respectful and considered feedback to all those who submit work to USSO and working with them to publish their work, as appropriate.
* Proactively identifying and approaching academics and publishers for new contributions for the blog.
* Developing and sustaining a good relationship with contributing authors.
* Working with Guest Editors to typeset and publish our USSO Special Series.
* Proactively seeking out and engaging new communities and networks that would be interested in the research published in *U.S. Studies Online*, through email, conferences and social media.
* Proactively drive and develop innovative new features and segments for the website. (examples include USSOcast and our weekly digital community #WriteAmStudies)
* Organizing and attending monthly Zoom meetings with the editorial team with oral or written agendas, as well as regular meetings with the BAAS Executive Committee.
* Competency in the use of online systems such as WordPress, to upload, format and publish articles.
* Developing plans for USSO’s expansion through grant applications and other academic funding sources.

This position is, as with many BAAS roles, voluntary and is intended to be held for a minimum of 1 year.

# Skills required

If you would like to apply to become a member of the editorial team, please check suitability with the following criteria and complete the application form.

**General Skills Required**

* Interest in the research of interdisciplinary American Studies, and knowledge of *U.S. Studies Online* and the American Studies community in the UK.
* Strong communication skills in order to liaise with the *U.S. Studies Online* editorial board and readership.
* Strong analytical skills in order to synthesize a wide range of information and locate key contributions to knowledge.
* Good organizational and time management skills to ensure posts are promoted in a timely fashion, deadlines are met and emails are responded to promptly.
* Computer literacy and knowledge of WordPress, dropbox and Skype.
* Proofreading skills.

# Applicant Details

| **Name** |  |
| --- | --- |
| **University and Department** |  |
| **Research Topic** |  |
| **Email** |  |
| **Stage of progression (e.g. second year postgraduate)** |  |
| **Role(s) you would like to apply for** |  |

# Personal Statement

Please provide a personal statement outlining the following:

* Your interest in the field of American and Canadian Studies.
* Relevant skills and experience for the role(s) you are applying for.
* Reasons for joining the editorial team, and vision for *U.S. Studies Online*.
* Areas where *U.S. Studies Online* could develop in the future.

|  |
| --- |

**Please remember to attach your current academic CV**, including any relevant activities and experience as well as research interests and skills relevant to the duties described on the first page.

# Dates and further information

**The deadline for applications is Monday February 14th. Interviews will be conducted the same week.**

Please send your **completed application form** and **Academic CV** to

Sarah Collier at usso@baas.ac.uk

We look forward to hearing from you!

Sarah Collier (Co-Editor)

Siân Round, Emily Brady, and Mairi Power (Assistant Editors)