**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 with experience in managing social media campaigns to join its friendly and hard-working editorial team. We are recruiting for the exciting new role of **Co-Communications and Outreach Editor**to work in collaboration with Sam Thozer and alongside the wider team of Sarah Collier, Robyn Shooter, Tom Cryer, Aija Oksman.

# 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

**Responsibilities will include:**

**Co-Communications and Outreach Editor**

* Curating and managing a campaign to promote USSO’s activity on Twitter
* Updating branding and logos, and creating graphics when needed
* Maintaining strong connections with institutional partners on Twitter
* Compiling the monthly newsletter: highlighting the articles, reviews, and content produced that month
* Publicising USSO articles and events on Twitter: scheduling tweets in alignment with the publication schedule, regularly sharing our opportunities and call for contributions, and tagging relevant accounts and hashtags to reach our intended audience
* Managing the Twitter account: including the #WriteAmStudies hashtag, interacting with other American Studies accounts, responding to enquiries, and generally maintaining a good online presence
* Fostering and maintaining strong professional connections with cultural partners
* Liaising with Sam, the existing Co-Communications and Outreach Editor, on upcoming projects

This position is, as with many BAAS roles, voluntary and are 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.
* Experience of working on social media campaigns is highly desirable.
* Experience of creating bold and eye-catching graphics on canva is desirable.
* 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 Mailchimp.

# Applicant Details

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| **Name** |  |
| **University and Department** |  |
| **Research Topic** |  |
| **Email** |  |
| **Stage of progression (e.g. second year postgraduate)** |  |

# 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*.
* Your ideas for a social media campaign to promote USSO and its contributions to the American Studies community.

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**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 4pm on Friday 28th October. Interviews will be conducted the following week.**

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

Sarah Collier and Robyn Shooter at usso@baas.ac.uk

We look forward to hearing from you!

Sarah Collier and Robyn Shooter (Co-Editors)

Sam Thozer, Tom Cryer and Aija Oksman (Assistant Editors)