



## **JOB OPPORTUNITY**

**Position: UW Livable City Year Report Editor**

Part-time, 10–19 hours/wk during academic year, more in the summer

Application Deadline: Position open until filled.

Start date: Upon hire, or flexible

Compensation: \$20/hr for graduate students, \$16/hr for undergraduate students

Location: remote, with occasional meetings in Gould Hall

## **ABOUT LCY**

UW's Livable City Year initiative is a partnership between the university and one local government for one year, working on city-identified projects around livability and sustainability. The university is partnering with the City of Bellevue for the 2018–2019 academic year. Each Livable City Year project culminates in the creation of a final report that is written, edited, and designed by students. The reports cover a diverse range of urban issues, including but not limited to: housing policy, pollution, storm water, homelessness, food justice, infrastructure, and environmental justice.

## **DUTIES AND RESPONSIBILITIES**

The Report Editor is responsible for directly overseeing the editing process beginning with meeting and introducing students to the report writing process and expectations. The Report Editor oversees the written development of the final reports, edits text and graphics, and proofreads.

Duties include:

- Work with LCY team to develop writing and report style standards (the student writing guide) for student report writers.
- Meet with each group of student writers near the end of each term to discuss professional report writing, the student writing guide, expectations regarding content and timing, and the editing process.
- Review and provide feedback on student drafts, requesting edits or additions as needed.
- Provide content and style edits for the final document.
- Coordinate with Report Graphic Designer to deliver written content and graphic elements for final report compilation.
- Meet with LCY team as necessary to assess work progress.
- Meet LCY deadlines for drafts and final edits.

## **QUALIFICATIONS**

- Exceptionally strong command of the English language
- Experience working with writers to develop their thinking in clear terms.
- Cogency, accessibility, and articulation are paramount.
- Well-organized, a strong communicator in written and verbal formats, and comfortable working independently and with teams, particularly in partnership with the graphic designer and program manager.
- Ideal candidates will have a strong understanding of contemporary issues affecting cities, both those particular to the Pacific Northwest and nationally. Awareness of urban issues is important to helping students develop their specific research and writing in relevant, accurate, and clear ways.
- Ideal candidates will also have extensive experience working with student writers: working in writing centers, professionally as an editor, or as a TA in writing and research extensive courses.

### **CONDITIONS OF EMPLOYMENT**

- This position is part-time; 10-19 hours per week during the academic year, with the opportunity for additional hours during the summer. The hours vary depending on the stage in the report production process.
- Undergraduate and graduate students will be considered, with a strong preference for graduate and Ph.D. students.
- Compensation estimated at \$20/hour for graduate students and \$16/hr for undergraduates. The employee must complete weekly timesheets and submit them for approval.
- The position begins spring quarter 2019 and runs through the summer, with an opportunity for rehire in the 2019 – 2020 academic year.

### **HOW TO APPLY**

Submit resume, cover letter and at least two editing samples showing Notes and Track Changes to Teri Thomson Randall, LCY Program Manager, [terir@uw.edu](mailto:terir@uw.edu).

For questions, contact:

Teri Thomson Randall  
UW Livable City Year Program Manager  
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