

JOB DESCRIPTION

ASSOCIATE EDITOR (POLICY, GLOBAL AFFAIRS & ECONOMICS)

Associate Editors will be members of the core-team, and will work within the Policy, Global Affairs and Economics section of Law & Order. They will have two primary responsibilities: peer-review and edit submissions for grammar and content, and submit a minimum of 1 article per month to be published under their name on the website.

This will be a long term commitment (minimum 3 months or more) and will require a commitment of 7-9 hours a week.

SKILLS REQUIRED

- ❖ Currently pursuing/graduated with a Bachelor's Degree in Political Science, International Relations, Economics or related disciplines, from a reputed institution.
- ❖ Strong grammar and editing skills - knowledge of using 'track changes' to edit articles.
- ❖ Impeccable research, writing, analytical, and communication skills. Knowledge of citation formats and referencing.
- ❖ Strong interest in current affairs, public policy, economics.
- ❖ In-depth understanding of MS Office including word, excel, etc. and Google applications (Drive, Google Docs, etc.).
- ❖ Great team worker - ability to collaborate and cooperate with others.
- ❖ Self-motivated, proactive, hardworking, and punctual.
- ❖ Ability to listen, make informed decisions, and handle constructive feedback.

RESPONSIBILITIES

- ❖ **Peer-review and editing:** The Editor will be assigned a weekly-work load of editing submissions. The submissions must be edited for three aspects: grammar,

formatting, and content.

- ❖ **Writing:** Minimum 1 submission per month is required to be published on the website under the Associate Editor's name.
- ❖ Working closely with the Senior Editors according to specified deadlines and assigned workload.
- ❖ Active participation in virtual team meetings.
- ❖ Other organizational/logistical support as needed.

PERKS

- ❖ Certificate to recognize your contributions as an Associate Editor.
- ❖ Feature on the team website: bio and formal picture required.
- ❖ Certificate of publication for every article published on the Law & Order website.

APPLICATION PROCEDURE

Please fill out the application form available on <https://www.law-order.org/opportunities>

To upload your Resume/CV on the form:

1. First, upload your resume file on Google Drive/Dropbox
2. Share the link of this file on the designated section of the form

Note: Please do not send applications over email, only applications submitted through the form will be considered.