The SAIS Review is a leading academic journal dedicated to advancing debate on contemporary issues in world affairs. The journal publishes a print issue twice yearly, as well as content year-round on our web platform.

WE ARE HIRING STUDENTS FOR THE 2018-2019 ACADEMIC YEAR

Paid Editorial Board Positions
Editor-in-Chief Managing Editor
Senior Editor
Web Editor
Director of Publicity

To apply submit:
• Cover letter
• Resume
• Your attempt at editing the provided excerpt (email sais.review@gmail.com for the excerpt)

For consideration for the editor-in-chief position, please apply by Saturday, March 31. For other positions please apply by Saturday, April 7. You may apply for multiple positions. Please indicate which positions you are interested in and rank them in order of your preference in your cover letter. We may contact you to schedule an interview in person on the SAIS DC campus or via Skype.

Send applications to sais.review@gmail.com
The SAIS Review Editorial Board 2018-19

**Editor-in-Chief**
- Manages relations with JHU Press, the Foreign Policy Institute (FPI), and the Advisory Board.
- Possesses strong vision for the journal’s future, and ensures smooth coordination among the editorial board and staff members in achieving strategic initiatives.
- Directs the journal’s production process, including author recruitment, editing, publication and promotion.
- Leads strategic initiatives to increase the journal’s circulation and impact.
  - Fosters partnerships with SGA, student clubs and publications.
  - Forges relationships with alumni, think tanks, and media organizations.
  - Invites experts to speak on issue-related topics.
  - Serves as face of the SAIS Review in the SAIS community.
- Manages the journal’s finances and supervises the editorial board.

**Managing Editor**
- Responsible for guiding editorial content.
  - Identifies compelling topics and prospective quality authors.
  - Solicits submissions and interviews from potential authors.
  - Works closely with the Web Editor to consistently publish relevant and timely content.
- Manages relations with contributors and responds to questions about article content.

**Senior Editor**
- Oversees and coordinates content and copy-editing processes between the Assistant Editors and authors.
- Serves as final editor for all journal content.
- Leads effort to recruit Assistant Editors and provides copy-editing training materials and assistance.
- Maintains regular communication with Assistant Editors regarding deadlines, opportunities to participate, and editing processes.
- Updates and maintains the SAIS Review Style Guide in accordance with the Chicago Manual of Style and journal preferences.
Web Editor

- Manages and curates the publication of web content on the journal’s website (saisreview.org).
- Leads effort to procure new web content – includes author outreach and editing duties – with the goal of publishing at least one new piece every two weeks.
- Responsible for biweekly web maintenance and theme updates.
- Note: This position does NOT require any coding. Familiarity with Wordpress.org is a plus, but not necessary.

Director of Publicity

- Develops traditional branding initiatives and maintains the journal’s social media presence.
- Conducts outreach with media and SGA where appropriate.
- Assists with event management and logistics.
- Responsible for advertising all SAIS Review related activities.