UNDERGRADUATE RESEARCH JOURNAL
STUDENT EDITORIAL BOARD JOB DESCRIPTIONS

Editor-In-Chief (EIC) Job Description
- The EIC will work closely with the Faculty Advisory Board (FAB) and Editorial Team to ensure that the review of submissions moves forward as scheduled.
- The EIC will meet with the FAB Chair on a regular basis to discuss progress of review and selection, and address any issues.
- The EIC will coordinate all review process details and be the main contact for the SEB.
- The EIC will coordinate with the SEB members to ensure that they meet set deadlines.
- The EIC will oversee the selection of submissions, follow up on files that need edits, and serve as the contact for questions.
- The EIC will oversee final proof-read and layout of the journal.
- The EIC will maintain a manual of processes to facilitate the transition for the next EIC.
- EIC will be assisted by the Assistant EIC(s) in all above tasks

Student Editorial Board (SEB) Job Description
- The SEB works as part of a team to review Journal submissions.
- The SEB will be assigned to review articles in their general discipline under the general guidance of a Faculty Advisory Board Member.
- In consultation with a Faculty Advisory Board Member the SEB provides constructive feedback to selected abstract submissions, contributes to the review and final selection of articles to be published.
- The SEB must be task oriented and able to meet strict deadlines.
- The SEB review work will occur mid-February through April.
- The SEB will be recognized in the journal.
- The SEB can earn a letter of recommendation highlighting their service to the board.
- Participation in the SEB does not preclude a member from also submitting work to the Journal.