

Association of College and University Auditors (ACUA)

Request for Applications

- Position:** Editor, *College and University Auditor*
- Pay:** Volunteer position (transportation to and from the ACUA Annual Conference is provided so as to facilitate the Editor's attendance at the ACUA Board meeting)
- Term of Service:** Editor is selected for a one-year term commencing at the Annual Conference
- Duties:** Editor's duties include:
- Apply Associated Press (AP) style when editing articles for publication in the *College and University Auditor*
 - Manage and recruit audit professionals to volunteer positions within the *College and University Auditor's* editorial board structure, e.g., section editors, copy editors, etc.
 - Assist section editors in the recruitment of potential authors
 - Perform a final review of and exercise final approval for all material published within the *College and University Auditor*
 - Establish a publication schedule and ensure that the *College and University Auditor* editorial staff and authors adhere to that schedule
 - Coordinate publication schedules, *College and University Auditor* layout and distribution of the publication with the ACUA staff
 - Prepare an annual report and other reports as needed for the ACUA Board of Directors
 - Liaison with other publications for the purpose of sharing work product, authors, and other purposes consistent with the goals established by the ACUA Board of Directors
- Additional Notes:** Successful candidate will initially take office as Deputy Editor until the 2010 Annual Conference (or an earlier time as agreed to by the Deputy Editor and current Editor). Current Editor agrees to provide Deputy Editor sufficient mentoring and guidance so as to facilitate an effective transition to the new Editor.
- Interested?** Please send an email indicating your interest in this position to Editor, John Fuchko at John.Fuchko@usg.edu