

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Editor
Center for the Creative Arts
Regular Full-Time Position
Position Number 931010

General Description

The Editor serves as Editor for literary publications such as Zone 3 Magazine and Zone 3 Press books, manages events for the Visiting Writers Program and the Acuff Chair of Excellence works with faculty in other activities in the Creative Writing Program.

Primary Duties and Responsibilities

- Responsible for production, operations, circulation, distribution, publicity and fiscal management of *Zone 3, A Literary Journal*.
- Coordinate and oversee production, distribution and editing for all Zone 3 Press titles from original manuscript through final files; review initial manuscripts for production problems and promote the press.
- Manage the scheduling of events for APSU Visiting Writers Series, publicize the series and advise the student editors of the Red Mud Review.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Quark on a Mac platform, etc.) and SungardHE Banner.
- Knowledge of and the ability to reference *The Chicago Manual of Style*.
- Knowledge of Filemaker Pro with CLMP template for managing subscriptions.
- Ability to maintain a high level of attention to detail.
- Ability and willingness to develop skills and learn new roles, tasks and computer programs.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to work independently using initiative and self-motivation.

Required Minimum Qualifications

- Bachelor's degree in English, Journalism or related field.
- A high level of proficiency in proofreading, copyediting, fact-checking and style.
- A broad knowledge of literature, especially contemporary literature.
- An understanding of the publishing industry, especially small presses and literary magazines.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous university and/or publishing experience.

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