GJIA BACKGROUND

Established in 2000, the Georgetown Journal of International Affairs (GJIA) is the official publication of the Edmund A. Walsh School of Foreign Service at Georgetown University. Its mission is to provide readers a breadth of perspective by giving voice to leading academics, policy-makers, and analysts from around the world. The Journal takes a holistic approach to international affairs, providing a multidisciplinary perspectives on a wide range of current international issues. Our content, both in print and online, bridges an important divide between the non-academic and academic realms.

Working for the Journal provides students with unique opportunities to learn critical editing and management skills, and is one of the few opportunities at Georgetown University for graduates and undergraduates to work together in a common endeavor.


GJIA Online publishes additional articles throughout the year on the Journal’s website in effort to stay current and up to speed on ever changing issues in the fast paced news world that we live in.

In addition to the print editions and online sections, GJIA produces annual edition focused on Cybersecurity which is a product of the Journal’s partnership with Catherine Lotrionte and her Institute for Law, Science and Global Security. Authors of the Cyber edition are solicited from various cyber-related institutions, think-tanks, and government offices. This edition is typically published in October during Cyber Security month.

As a student organization GJIA is supported by the SFS Dean's office. The SFS Associate Dean and Coordinator for Programs and Outreach provide general advice and
guidance to the Journal Leadership Council. Leading Georgetown faculty members also provide important support to the Journal through the University Council. Faculty serve as mentors, peer reviewers and provide recommendations for speakers, author solicitations and supporters of the Journal around campus. Jeff Anderson, SFS faculty chair, is the current Journal University Council chair.

INSTRUCTIONS

To apply to any of the open positions, you must submit a resume and a cover letter detailing your interest in and qualifications for the position to gjia@georgetown.edu by October 31st, 11:59 pm. You will find the description and responsibilities of each position below. Applicants to the Executive Director position must include a response to two questions in their application. Those questions can be found under that position below. Applicants will be contacted for interviews immediately following the submission deadline and will be selected by mid-November.

OPEN POSITIONS

PRINT GRADUATE EDITOR-IN-CHIEF (EIC)

PRINT UNDERGRADUATE EDITOR-IN-CHIEF (EIC)

Position Description:

The Co-Editor in Chief (EIC) will be responsible for the overall leadership and maintenance of all aspects of the Georgetown Journal but will focus on the print editions and ensuring that initial contact with authors and securing articles is made in a timely fashion. The print editions must be sent to GU Press, the Journal's printer and publisher by May 2015 for the 17.2 (Spring/Summer) edition and by November 2015 for the 18.1 (Fall/Winter) edition of the Journal.

Mandatory monthly meetings with the Journal Leadership Council and the SFS advisers are required. A mandatory training and orientation is also required at the beginning of each leadership term. A mutually agreed upon date will be found once all leadership positions are filled.

This person should have experience working for the Georgetown Journal.

The EICs Will:

- Be prepared to commit 15-25 hours of work a week to the Journal.
- Work closely with the Dean’s office and other members of the Journal Leadership Committee which includes the Executive Director, Online Senior Editors, Cyber Editor, and Managing Editor to create and maintain a sustainable strategic vision and effective management structure for Journal.
• Lead a staff of 20 to 40 student editors and editorial assistants in completing the production of two print editions and one cyber security edition of the *Journal*.
• Oversee and guide solicitation of authors, editorial process, peer review, and uphold the quality and rigor of the publication.
• In consultation with other Journal staff, choose Forum themes and other article/interviewee ideas for each print issue.
• Makes final hiring decisions for the Print editorial staff and coordinates these decisions with the managing editor.

**EXECUTIVE DIRECTOR (ED)**

*Position Description*

The Executive Director (ED) is a multifaceted role that requires a dedicated and open-minded candidate to handle tasks as varied as navigating relations with the SFS and GU Press, coordinating operations between all four divisions of the *Journal*, and handling the day-to-day management of the Executive division. The position requires 24/7 commitment. On and off crises will demand immediate attention, response, and resolution. Candidates must be prepared to serve as the top representative of the *Journal* in addition to being directly involved in nearly all business and operations tasks. The ED works closely with the COO and CFO, whose responsibilities may overlap but typically remain separate from the ED’s.

This person should have experience working for the *Georgetown Journal*.

*The ED Will:*
• Be prepared to commit 15-25 hours of work a week to the *Journal*.
• Manage the relationship with GU Press, the SFS Dean’s Office, the *Journal* Faculty Advisory Board, and any new partners and actors the *Journal* communicates with for business development ends.
• Retain active communication with both the Editors-in-Chief of Print and the Executive Editor of Cyber as they navigate the publishing process with GU Press.
• ‘Chair’ the JLC, which requires coordinating meetings, soliciting updates, ensuring awareness of all upcoming tasks, and calling Council votes on issues pertaining to the entire *Journal*.
• Manage the Executive division, which is responsible for design, advertisement solicitation, alumni relations, sales, communications, event coordination, strategy, and data analytics. While some tasks within the team are standardized, the work of the Executive team usually requires the ED’s supervision to ensure each director and/or associate is on task.
• Prepare to brainstorm and assign new projects to Executive staffers as they appear necessary.
• Reserve the sole right to approve or disapprove the CFO’s proposed budget, and also serve as the decision maker on any and all ad-hoc expenses.
- Make final hiring decisions for the Executive team, which includes the right to remove (and replace) Executive members if they do not carry out their tasks sufficiently. This also empowers the ED to change the structure of the Executive team according to what the situation warrants.

Candidates Should Be:
- Entrepreneurial and find joy in exploring new ideas.
- Comfortable serving as the face of an organization, even if that means accepting responsibility for someone else’s mistake.
- Capable of excellently managing relations with different types of people and institutions.
- Comfortable under pressure.
- Confident decision makers.
- Ready to push others forward.
- Excellent at keeping track of endless files.
- Regularly prepared to plan tasks out months in advance.

Additionally, please attach to your application a response to the following two questions. Limit each answer to 300 words.

1) Describe a time when you had multiple extensive time commitments (excluding school). What were those commitments? What were the most time-consuming responsibilities/tasks? How did you balance those responsibilities with one another and with school? Did you sacrifice your standards for any commitment (in order to ensure excellent performance with your other commitments)?

2) This past year, the Executive Director was responsible for both the direct day-to-day project management of the Executive division and the navigation of the long-term growth & development of the Journal. Which one would you commit more attention to during your tenure, why, and what are some of the ideas you would explore and/or implement?

CHIEF OPERATING OFFICER (COO)

Position Description

The COO role entails a wide range of different responsibilities that can be organized in two equally important categories: operations and strategy. On the operations side, the COO is responsible for maintaining organizational and operating efficiency across the Journal: ensuring the completion of assignments by given deadlines, overseeing the progress of ongoing initiatives, and strengthening intra-Journal collaboration and cohesion. On the strategy side, the COO works closely with each member of the JLC to develop new initiatives, shape long-term vision, and formulate new strategies in marketing, solicitation, content management, outreach, branding, and recruiting. In short, the COO is ultimately responsible for ensuring the
continuity of the Journal’s core work and leading innovative new strategies that will advance the organization in the future.

The COO Will:

- Be prepared to commit 10-15 hours of work a week to the Journal.
- Directly oversee the operations and efficiency of the Journal’s business team, and work closely with the different divisional heads of the Journal to ensure that organization’s core work and mission is realized in a timely manner.
- Organize and execute all aspects of the Journal’s various events, such as all-staff meetings, orientation sessions, activities fair tabling, launch events, networking events, and staff appreciation ceremonies. Specific responsibilities include working the Dean’s office to reserve venues, invite guests, market the event, order catering, and lead logistics and the day of the event.
- Lead the Journal’s recruiting and staff retention processes. He/she will communicate with the different divisional heads to identify staffing needs and ensure that the organization attracts and retains the best student talent on campus. Specific responsibilities include managing the all-staff roster, designing the scope of recruiting efforts, and leading outreach campaigns.
- Be in constant communication with the Executive Director regarding all the responsibilities listed above, as well as long-term vision, strategy, and growth of the organization. The ED-COO partnership is central to both the operational efficiency of the Journal’s business and future advancement of the organization as a whole.
- Develop new strategies and initiatives. The COO is expected to work closely with the Dean’s office, University Council, divisional heads, and general staff members to understand areas where the Journal can improve and strategize specific solutions and plans to address different challenges, risks, and opportunities facing the Journal’s future growth.

Candidates Should Be:

- Extremely organized and motivated individuals. He/she will possess a keen understanding of basic business principles as they relate to operations and strategy.
- Passionate for the work of Journal and its future growth and development.
- Available and responsive whenever he/she is needed, even during extremely early/late times during the day.