# The British Student Doctor

# Design Editor Application

# Role Overview

The position of Design Editor is a unique opportunity for any university student with an interest in publishing and design to help create and develop issues of a successful, student-led, peer reviewed medical journal. We are seeking two new design editors who under the mentorship and guidance of our current team will learn to produce two issues of the journal per year. You will be working alongside the current Editors-in-Chief and Deputy Editor, alongside the journal’s faculty advisory board, to create the visual aspect of a peer-reviewed medical journal with international readership. We welcome applications from university students in any country and studying any course, whether related to medicine or not.

# Roles and Responsibilities

* Manage, handle and oversee the typesetting process.
* Ensure timely publication of *The British Student Doctor* in January and June each year, alongside any special supplements of the journal.
* Develop the visual branding and appearance of the journal, including cover design and creation of graphics for use on the journal’s website, social media platforms and marketing materials.

# Benefits

* Comprehensive training on medical publishing.
* This is a unique training experience which will be a valuable addition to the candidate’s CV.
* Reasonable expenses incurred during the role will be reimbursed, journal budget allowing.
* 24/7 advice, guidance and support available from the current Editors-in-Chief and outgoing design team.
* Subject to satisfactory completion of the role, the successful candidate will receive a letter of recommendation at the end of the year.

# Person Specification

**Essential:**

* **Current university student:** You must be a university student in the present and upcoming academic year (2020-21), located in any country and studying any course.
* **Enthusiasm and interest:** these are the key qualities that we are looking for.
* **Creative Flair:** we are looking for someone who has a natural talent for design.
* **Strong organisational skills & excellent time management:** the role involves managing the typesetting of a number of manuscripts alongside other tasks.
* **Commitment:** We are looking for someone who will take the skills that they learn during the year and ideally continue to work with us in the longer-term. It is therefore essential that you are willing to commit to up to two years of time to this project and will remain motivated and enthusiastic during that time.
* **Excellent communication skills:** As you will be working remotely with students, doctors and academics from across the world, we are looking for an individual who will be able to maintain good communication with the team.

**Desirable, but not essential:**

* **Prior experience**: not required, but experience of computer-based media creation is highly desirable.
* **Experience working with *The British Student Doctor***: We will take into consideration if you have peer reviewed, published or worked with the journal in any capacity.
* **Social media & marketing experience:** an important component of running a medical journal in the 21st centuryis promoting it and engaging with readers through social media, as well as coming up with innovative marketing ideas – any experience using social media and marketing for this purpose is desirable.

# APPLICATION FORM

**The position is open to university students only – however, there is no restriction on location or course of study.**

The form consists of four sections.

All applicants MUST complete all fields of sections A, B, C and D.

Please email your completed application form alongside your CV with the subject line “*Design Editor Application*” to [editorinchief@bsdj.org.uk](mailto:editorinchief@bsdj.org.uk).

If you have any questions regarding this application form, please do not hesitate to contact us at the email address above.

Deadline for applications: **30th April 2020**

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| **Section A** | |
| 1. Surname: |  |
| 2. Forenames: |  |
| 3. University: |  |
| 4. Institutional Email Address: |  |
| 5. Country of Medical School: |  |
| 6. Course & Year of Study: |  |
| 7. Personal Email Address: |  |
| 8. Contact Number: |  |

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| **B. Personal Statement** |
| * Please outline why you would like this position. *(200 words max)* * Please discuss any relevant experience and skills in design and/or academic publishing that you have that are applicable to this position (see essential & desirable criteria above). *(500 words max)* |
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| **Section C** |
| Please attach a copy of your CV and one piece of sample design work that you have created. |

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| **Section D: Key expectations** |
| 1. Promote and help establish the journal as a leader in its market. 2. Take an active role in the journal. 3. Ensure attendance at *The British Student Doctor* e-meetings. 4. Uphold the editorial independence of the journal and the scientific rigour of the content it publishes. 5. Maintain the journal’s ethos of open-access publishing. 6. Act in a way that will not bring the journal into disrepute. 7. Remain easily contactable and provide early notice of periods when this will not be possible. |
| **Signed:**  **Date:** |

**Once completed, please email this application form alongside your CV and sample design work to:** [editorinchief@bsdj.org.uk](mailto:editorinchief@bsdj.org.uk)

The deadline for all applications is the 30th of April 2020.

Short-listed applicants will be invited to interview via Skype in May 2020.