

## FACULTY ADVISER TO LITERARY MAGAZINES

### Description of Services

The Faculty Adviser to a (literary) magazine must combine the competencies, knowledge, skills, and ethics of a writer, editor, educator, and manager. The Adviser works through the Director of Student Activities and is accountable to the Dean/Associate Dean of Student Services. Specific services to be provided include:

3. supervise the budgetary/financial aspects of the magazine (e.g., bid processes, revenue collection, purchasing equipment and supplies, budget development and management, etc.);
4. help organize and host events, and participate in campus functions designed to promote the magazine (e.g., poetry readings, activities day, and awards ceremonies);
5. establish and maintain professional relationships with colleagues in order to encourage submission of student work;
6. work with the editor-in-chief to insure that the magazine conforms to approved ethical standards;
7. work with the appropriate editorial staff to insure