

Vortex Staff Application

Fall 2026 – Spring 2027

Submit completed application (copy this template) to vortexmagazine@gmail.com by midnight Fri. Sept. 11th.

NAME:

PHONE NUMBER:

EMAIL ADDRESS:

(The one you check most often. The Vortex will communicate with you through this address.)

AVAILABLE HOURS

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

MAJOR	
MINOR	
GPA	
Classification (ex: Freshman)	
Expected Graduation	

Do you have another job?

If yes, how many hours a week?

Are you involved in any other RSOs or on campus groups?

If yes, how many hours a week?

Do you hold any office or other administrative positions?

Do you currently work on campus?

Have you been published by *Vortex* before?

Would you be willing to help hang fliers, create banners, decorate for events, MC events, and “generally help out” outside of your official listed duties in the descriptions below?

LAYOUT EDITOR (paid, subject to the approval of the Publication Board)

Responsible for placement, design, and production of the fall online edition and spring print edition of the magazine. We are looking for someone

- with a background in design
- comfortable working with Adobe design programs
- willing to care deeply for these creative works and treat them with the honor and respect they deserve

Would you like to be considered for the Layout Editor position?

If yes, please attach examples of your work to this application, or email examples to vortexmagazine@gmail.com with the subject line “[Your Name] – Layout Editor”
Examples should be in PDF format or accessible online.

SOCIAL MEDIA AND MARKETING MANAGER (paid, subject to the approval of the Publication Board)

Responsible for

- designing, printing, and distributing flyers on campus and online for our calls-for-submissions, readings, and publication dates
- requesting permission for flyer distribution both on and off campus
- managing the magazine’s social media presence
- keeping the website up-to-date
- promoting and distributing the magazine

We are looking for someone with previous experience with

- social media management
- WordPress and web design
- graphic design and information design

Would you like to be considered for the Social Media and Marketing Manager position?

SECTION EDITOR (paid, subject to the approval of the Publication Board)

Each section of the magazine has a section editor. Our sections are Fiction, Nonfiction, Scripts, Poetry, and Art.

Responsibilities of ALL section editors:

- leading a team of judges
- judging all submissions to the section, voting yes or no, and providing a BRIEF (one or two sentence) rationale for the decision
- getting responses to managing editors by the deadlines
- attending all meetings. Section editors are **STRONGLY ENCOURAGED** to attend at least one Vortex event per semester. Section editors are also encouraged to read/ show artwork/ perform a script/ or perform music at one Vortex-sponsored event each semester.

Responsibilities for Fiction, Nonfiction, Scripts, and Poetry section editors:

- preliminary proofreading and grammar editing of accepted submissions within their section.

We are looking for someone

- with leadership and/or management experience
- basic proofreading and editing skills
- experience in their genre section
- comfortable using e-mail
- comfortable using Google Classroom

Would you like to be considered for a section editor position?

If yes, please complete a brief grammar quiz at the end of this application.

JUDGES (volunteers: paid only in experience and love)

Responsible for judging all submissions to the section, voting yes or no, and providing a BRIEF (one or two sentences) rationale for the decision.

We are looking for someone

- able to meet deadlines
- can use e-mail
- comfortable with Google Classroom
- passionate about the creative community at UCA
- willing to attend meetings and events

The Vortex uses blind submissions. Judges must abstain from voting on their own pieces and those of peers they may recognize.

That said, judges are **STRONGLY ENCOURAGED** to submit their own work to the magazine for publication (with the understanding that they must not vote on their piece).

We also ask that judges not discuss magazine voting or private information with submitters.

Would you like to be considered for a judge position?

Please rank the following genres in the order you would most like to work with on the Vortex staff. (1 being PLEASE PUT ME IN THIS GENRE, 5 being PLEASE DO NOT PUT ME HERE).

Fiction	
Nonfiction	
Scripts	
Poetry	
Art	

If you have indicated that you would like to be considered for more than one position, please rank the positions in order for which you would most like to be considered. (1 being **THIS IS THE JOB I ACTUALLY WANT**). If you have only applied for one position, please ignore this section.

Layout Editor	
Copy Editor	
Social Media and Marketing Manager	
Section Editor	
Judge	

Please answer the following questions as thoroughly as possible.

What courses have you taken (or are currently registered for) that would assist the position you are applying for?

Have you worked for any publications in the past? If yes, what publications have you worked for and what was your position?

Why do you want to work for the Vortex? What makes you a good candidate?

Additional Notes, Comments, or Suggestions for Vortex

---Applicants for Layout Editor---

Please attach examples of your work to this application, or email examples to vortexmagazine@gmail.com with the subject line “[Your Name] – Layout Editor”

Examples should be in PDF format or accessible online.

--Applicants for Section Editor—

Please complete the following quiz. There are 22 questions.

Content pulled from *Rhetorical Grammar: Grammatical Choices, Rhetorical Effects - 8th Edition* by Martha Kolln and Loretta Gray; *Technical Editing: An Introduction to Editing in the Workplace* by Donald H. Cunningham, Edward A. Malone, and Joyce M. Rothschild; and *A Time to Kill* by John Grisham.

Pronouns

Edit the following passages, paying special attention to the use of pronouns.

Highlight changes.

1. Caroline told me that she wanted to go to the movies with Jack and I. Neither she nor myself had been in a long time.
2. When my sister Beth asked me to go to Salem with her to visit our grandmother, I had no idea that she was sick. We were almost there before she told me she had experienced stomach cramps since early morning. Our grandmother took one look at her, called the doctor, and drove her to the hospital, which turned out to be a good decision. It turned out to be appendicitis.
3. It seemed to my cousin Terry and I that the grownups did not know what to do with themselves at the family reunion.

Verbs

Correct any unnecessary tense shifts in the following paragraph. Highlight changes.

4. The exchange of wedding rings during the wedding ceremony came into fashion in the late nineteenth century. Before the Great Depression, it is more common for just women to wear wedding rings. However, successful advertising campaigns after the Second World War convinces couples to exchange rings. This custom is now become widespread.

Choose the verb that agrees in number and in person with the subject.

5. The students in Biology 101 (goes/go) on a field trip each spring for a full day.
6. A field guide, as well as a writer's notebook, (finds/find) a place in most students' backpacks.
7. The statement on the income tax form about deductions for children and other dependents (was/were) simply unreadable.

Parallelism

Revise the following sentences, noting any lack in parallelism.

8. Nobel Prizes are awarded not only for literature but to scientists and humanitarians as well.
9. Though it is known for its yearly Oscars ceremony, the Academy of Motion Pictures Arts and Sciences supports educational activities, activities in research, and preservation.

Clarity

Rewrite the following sentences to eliminate the dangling participles. In some cases you may want to expand the participles into full clauses.

10. Known for his brilliance as a scholar, the family employed Abelard to tutor Heloise in philosophy and classical languages.
11. Discovering that teacher and pupil were in love, armed thugs were sent by Heloise's uncle to attack Abelard.

Punctuation

Explain why the following sentences are punctuated *incorrectly*.

12. The first American winner of a Nobel Prize, was Theodore Roosevelt.
13. Once you're application is approved we will move on with training.
14. Get your Christmas tree's here.
15. My alarm didn't go off, I was late for school.

Add punctuation to the following passages, if necessary. In some cases there may be more than one possibility.

16. The Smithsonian Institute comprises nineteen museums nine research centers and the National Zoo.
17. I had back to back exams on Wednesday.

18. Both groups studies indicated that vitamin C had a positive effect on the immune system.

19. Natural gas is obtained from underground deposits but it is not connected with the production of oil.

20. “Let’s eat Grandma,” I said, gently guiding her to her seat.

Add punctuation to the passages.

The following paragraphs are reproduced exactly as they were published—with one exception: *All internal punctuation has been removed; only the sentence-end marks have been retained.* Your job is to put the punctuation back into the sentences. (Don’t forget hyphens and apostrophes!) **Highlight** your changes. As you know, punctuation rules are not carved in stone; consequently, in some places your version may differ from the original and still be correct.

21.

Management is still taught in most business schools as a bundle of techniques such as budgeting and personnel relations. To be sure management like any other work has its own tools and its own techniques. But just as the essence of medicine is not urinalysis important though that is the essence of management is to make knowledge productive. Management in other words is a social function. and in its practice management is truly a liberal art.

The old communities family village parish and so on have all but disappeared in the knowledge society. Their place has largely been taken by the new unit of social integration the organization. Where community was fate organization is voluntary membership. Where community claimed the entire person organization is a means to a persons ends a tool. For 200 years a hot debate has been raging especially in the West are communities organic or are they simply extensions of the people of which they are made? Nobody would claim that the new organization is organic. It is clearly an artifact a creation of man a social technology.

—Peter F. Drucker, *The Atlantic Monthly*

They had wanted chef salads but Claude cursed them and told them to eat barbecue or leave. Then he announced to the crowd these silly fools wanted chef salads. Heres your food. Hurry up and eat it he had demanded when he served them. No steak knives? one had asked crisply. Claude rolled his eyes and staggered away mumbling. One noticed Jake and after staring for a few minutes finally walked over and knelt by the table. Arent you Jake Brigance Mr Haileys attorney? Yes I am. Who are you? Im Roger McKittrick with The New York Times. Nice to meet you Jake said with a smile and a new attitude. This casell make you famous wont it? asked Alcavage.

—John Grisham, excerpt from *A Time to Kill*