

Position: Fiction Editor

Position Type: Faculty Academic Professional (Open Rank)

Department: The Georgia Review

Position Summary:

This is one of three genre editors at *The Georgia Review*. The Fiction Editor, in concert with the Poetry Editor and Nonfiction Editor, is responsible to the Editor of *The Georgia Review* for performing high-quality editorial work dealing primarily with screening of submissions from the online submissions manager program, selecting and preparing works for potential publication, and attending acquisitions meetings in which such manuscripts are evaluated. Some manuscripts approved by the acquisitions team will be assigned to genre editors by the Editor for final editing. Although the Fiction Editor specializes in fiction, each genre editor is fluent in all genres.

This position leads the department's experiential learning program, which entails administering the program as the faculty of record, conducting the interviews that determine each year's cohort of interns, leading submission workshops, and mentoring the graduate assistants, who assist with running the program.

Duties and Responsibilities:

- Screens online submissions (poetry, short fiction, and essays) by selecting and securing submissions for the acquisitions team, working with the acquisitions team to evaluate submissions, and editing assigned work slated for publication.
- Administers The Georgia Review's experiential learning program by conducting interviews for admittance, leading submission workshops, and guiding 6-12 participating undergraduate students through an array of hands-on activities and experiences.
- Mentors graduate assistants.
- Assists with the planning, coordination, and publicity of local Georgia Review programs, such as lectures and readings.
- Represents The Georgia Review at local, regional, and national functions as necessary.
- Maintains flexibility and awareness of changes and needs in the department by assuming related duties and responsibilities as assigned.

Minimum Qualifications:

- A terminal degree in literature, creative writing, or another disciplinary area appropriate for the position.

Additional Requirements:

- One to two years of previous editorial work for a literary journal with a national reputation.
- This is an open rank role within the academic professional faculty track. This track includes 3 tiers: the ranks of Academic Professional Associate, Academic Professional, and Senior Academic

Professional. These are non-tenure-track faculty positions. Detailed requirements for rank appointment and promotion can be found here:
<https://provost.uga.edu/resources/documents/promotion-tenure-evaluation/appointment-promotion-guidelines-academic-professionals.pdf>

Relevant/Preferred Education, Experience, Licensure, and/or Certification:

- One to two years experience working within an institution of higher education.
- One to two years mentoring or supervising the editorial work of graduate students, interns, or equivalent.

Preferred Knowledge, Skills, Abilities and/or Competencies

- Thorough awareness of literary writing and publishing, both past and current.
- Ability to develop manuscripts for publication through editorial engagement with potential authors.
- Ability to plan and meet publishing deadlines, and to work under deadline pressure.
- Effective verbal and written communication skills.
- Excellent copy-editing skills, including a solid knowledge of the Chicago Manual of Style.
- Ability to establish and maintain effective working relationships with contributors, students, and members of the academic community.

Special Instructions to Applicants:

Applicants should apply through UGA's portal at <https://www.ugajobsearch.com/postings/458485>, and include a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references.

Applicants should also include a statement of editorial philosophy that is no longer than one page double spaced.

Candidates are encouraged to submit their materials by December 15, 2025, however, the position will remain open until filled.

About the College/Unit:

The Georgia Review is the literary-cultural journal published out of the University of Georgia since 1947. While it began with a regional commitment, its scope has grown to include readers and writers throughout the U.S. and the world, who are brought together through the print journal as well as live programming. Convinced that communities thrive when built on dialogue that honors the difference between any two interlocutors, we publish imaginative work that challenges us to reconsider any line, distinction, or thought in danger of becoming too rigid or neat, so that our readers can continue the conversations in their own lives.

The Georgia Review's administrative home is within the University of Georgia Libraries. The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. With 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. Please visit libs.uga.edu for more information.

About the University of Georgia:

Chartered by the state of Georgia in 1785, the University of Georgia is the birthplace of public higher education in America and is the state's flagship university (<https://www.uga.edu/>). The proof is in our more than 240 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,100 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 41,000 students including over 31,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 19 schools and colleges, including our newly established School of Medicine.

EEO Policy Statement:

The University of Georgia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

USG Core Values Statement:

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at <https://www.usg.edu/policymanual/section6/C2653>.