



# Public Note is looking for new board members!

Are you looking for a unique opportunity to get valuable experience in the world of publishing and academia? Are you motivated to support young researchers to publish their work? Then apply for a position as a **board member of Public Note!**

## What we offer

- A large network in the social sciences
- An insight into the processes behind (semi-)scientific publications
- An extra-curricular activity that is valuable for your resume
- Space and freedom for your own creativity, ideas, initiative, and development
- Cooperation with the renowned Research School for Public Administration & Political Science (NIG)

## **About Public Note**

Public Note is a **semi-scientific journal** *for and by young researchers* in the social sciences. Excellent bachelor's, master's and PhD-students can publish their work in this journal, which is published once or twice a year. Our goal is to ensure that interesting and valuable papers are shared with a **wider public** in both academia and practice. Public Note can be a student's **first step** in the world of academic publishing. For more information, take a look at our website: [www.public-note.com](http://www.public-note.com)

## The Public Note Board

Public Note is looking for a brand-new board. In a team of board members, you will have the opportunity to have a say in the vision and direction of Public Note. Tasks include **recruiting** new authors, **reviewing** articles, **guiding authors** in the process towards publication by editing texts and providing constructive feedback, and **working on the content and design** of Public Note. Next to these general tasks, some board members also have their own specific roles of chair, secretary, treasurer, editor-in-chief and social media manager.

## Who we are looking for:

We are primarily looking for **social science PhD and master's students** to join the board, but **third-year Bachelor's students** are also encouraged to apply.

Next to general of board member, there are **five specific positions** in the board:

- **Chair:** (1) delegating tasks, keeping an overview, and taking on leadership; (2) chairing and preparing meetings; (3) representing the organization to externals.
- **Secretary:** (1) being the first point of contact for our network, reviewers, and new authors; (2) in charge of internal administration of Public Note.
- **Treasurer:** (1) creating a yearly budget; (2) in charge of contact with our partner organisation, NIG; (3) in charge of the budget and financial expenses all-year round.
- **Editor-in-chief:** (1) Assessing whether submitted articles are suitable to be published; (2) Overseeing journal content to ensure that publications are of sufficient quality.



- **Social media manager:** (1) Managing and maintaining Public Note's social media pages (e.g., to post a call for publications or to advertise published editions); (2) Includes simple graphic design and formulating short, catchy texts.

**If you are undecided about which of the roles mentioned above would suit you best, we can discuss this during the application process. You can also apply as a general board member.**

**In general, we are looking for someone who:**

- Is enthusiastic and motivated to contribute to the goals of Public Note
- Has strong academic writing skills
- Enjoys working in a team
- Is able to invest around two hours per week into Public Note, while being flexible to sometimes put in a bit more hours and sometimes a bit less.

**Interested?** Please send an email to [info@publicnote.nl](mailto:info@publicnote.nl) with: **(1)** necessary personal information; **(2)** your preferred board position(s); **(3)** a (concise) letter of motivation **before the 7<sup>th</sup> of April**. Do you have any questions? Have a look at [www.public-note.com](http://www.public-note.com) or send us an email at [info@publicnote.nl](mailto:info@publicnote.nl).