Graduate Journal of Counseling Psychology
Job Descriptions

Editor
- Provide editorial comments on submissions (mainly major contributions)
- Edit and deliver constructive feedback on all works submitted, including major contributions, reaction and opinion papers, and other submissions
- Other duties as assigned by the Chief Editor

Production and Distribution
- Prepare the “call for articles” and other requests for submissions
- Assist Chief Administrator with production of print journal
- Assist Chief Editor with journal design and layout
- Assist Chief Administrator with distribution of print journals to subscribers and other recipients
- Assist Chief Editor and Chief Administrator with website development and maintenance
- Other duties as assigned by the Chief Administrator

Marketing and Public Relations
- Communicate with COEP, other MU department, and the public regarding journal activities
- Select and utilize print and electronic media outlets for promoting GJCP
- Raise awareness and gain support from COEP, MU, and the greater Milwaukee communities
- Generate fundraising ideas, and develop and staff fundraising activities
- Generate ideas for enhancing the journal website
- Develop and staff GJCP charity events
- Other duties as assigned by the Chief Administrator