Staff members for UST’s student literary magazine, *Laurels*, are responsible for working with the editor, advisor and other members of the student staff in a congenial and pro-active, helpful way, completing tasks that the editor assigns and generally assisting on the following list of duties (as well as any duties not included here) necessary to bring about the successful and timely publication of *Laurels* as well as the launch event for the magazine: the student reading.

1. Creating and distributing fliers calling for electronic visual and literary submissions to the magazine by current students and alums.
2. Collecting submissions from our email address and organizing them in files.
3. Printing copies for staff members to read and on which to register their votes.
4. Creating files for the submitted material indicating acceptance or rejection and keeping those files organized.
5. Generating thematic ideas from the staff and making selections among them for the best choice of theme for the semester.
6. Designing the front and back cover, and inside covers.
7. Organizing the approved material into chapters and titling the chapters with the input of the staff.
8. Working with the printer to get a bid for the cost of printing the magazine and deadlines.
10. Organizing the table of contents, letter from the editor, and title page.
11. Entering the material into InDesign and sending it to the printer.
12. Entering the magazine into our online version.
13. Organizing and advertising the student reading and launch party for the magazine, typically on the last Friday of the semester.
14. Distributing the magazine throughout campus.