*Educational Theory* Research Assistant

Job Description

The *Educational Theory* Assistantship is a 25% position (averaging approximately 10 hours per week). The Assistant’s tasks fall into three primary categories (1) assist with editorial tasks and administrative functions/operations of the journal; (2) assist with web-based and social media promotional activities; and (3) assist with planning and coordinating the annual *Educational Theory* Summer Institute. Specific responsibilities include

1. **70%** – Assist with editorial tasks and administrative functions/operations of the journal:
* At the Editor’s request, occasionally review manuscripts submitted to the journal
* Assist the Managing Editor with maintenance and data entry in OJS, the journal’s submission management database
* Track statistics pertaining to journal acceptance rates and decision turnaround rates
* Assist Book Review Editor with correspondence, review copy requests, and maintaining a spreadsheet of review projects
* Copyedit book review manuscripts with the support and supervision of the Managing Editor and/or Book Review Editor or Editor in Chief
* Correspond with authors regarding their articles (about matters such as copyright forms, author bios, address information, etc.)
* Format manuscripts for copyediting, with particular focus on revising citations for adherence with journal style
* Research citations/references and (occasionally) quotations in articles for accuracy
* Prepare final manuscripts for production
* Prepare table of contents, running heads, author bios, and author address list for each issue of the journal
* Proofread layout proofs for each journal issue (time permitting)
* Correspond with reviewers periodically to update their contact information and areas of scholarly interest
* Assist the Managing Editor to maintain up-to-date log of all reviewer assignments
1. **15%** – Assist with web-based and social media promotional activities:
* Help to keep information included on the journal’s Web sites (UI and Wiley) up-to-date
* Work with the Editor to develop and maintain Facebook and Twitter sites for the journal
* Work with the Editor to create social media posts that promote and increase visibility of journal publications
* Work with the Editor and authors to adapt titles and abstracts for search optimization
1. **15%** – Assist with planning and coordinating the annual *Educational Theory* Summer Institute (ETSI):
* Assist in reviewing ETSI proposal submissions
* Help plan and schedule paper presentations and panel events
* Participate in the discussion of papers and provide feedback to authors
* Assist with travel arrangements for ETSI participants
* Assist the Editor and Managing Editor in arranging hotel accommodations, meeting rooms, and meals for ETSI participants
* Compose any written resources or programs, and arrange printing/distribution of these