# Editor  
*(Job Number: 84549BR)*

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<tr>
<th>Campus Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depending on experience</td>
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<td>Close Date</td>
<td>October 17, 2022</td>
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**Job Description**

Do you have a passion for educational research? Do you have a good eye for manuscripts with publication potential? Consider joining MLFTC as an Editor and working with its scholarly journals of education. Reporting to the Scholarly Communications Director and Managing Editor, this position juggles editorial workflows and liaises with commercial, and academic publishers to ensure the publication of print- and web-based journal content according to established objectives and timelines.

**Essential Duties**

- Supporting lead editors in daily management of the journals, including the coordination and oversight of editorial workflows, development or revision of editorial policy, and provision of editorial and technical support to authors, reviewers, and associate editors.
- Shepherding articles, through the manuscript submission and preparation processes for print and web-based education journals, according to established journal house styles and the Publication Manual of the American Psychological Association [APA] 7th edition.
- Gathering data on journal-related activity email and social media dissemination tasks, as the publishers will handle marketing and performance.

**Minimum Qualifications**

Bachelor's degree in Journalism, English or related field AND four (4) years of experience in editing, journalism or editorial research; OR, Eight (8) years of progressively responsible experience in editing, journalism or editorial research; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Master’s degree preferred.
- Demonstrated knowledge of the educational topics and research methodologies (ie., qualitative, quantitative, and mixed methods).
- Knowledge of the best practices for scholarly publishing, publishing ethics, standards for reporting research, and copyright permissions.
- Demonstrated experience in editorial workflows, the scholarly peer review process, and journal management. Experience with Open Journal Systems and ScholarOne online submission platforms is preferred.
- Advanced knowledge of copyediting and proofreading techniques and keen attention to detail and consistency.
- Advanced knowledge of APA 7th edition style.
• Skill in establishing and maintaining effective working relationships with authors and editors, professional organizations, commercial publishing staff and contractors, and university administrators, faculty, and staff.
• Advanced verbal and written communication skills.
• Ability to successfully manage and prioritize multiple projects, meet tight deadlines, and ensure quality standards.
• Proficiency in Microsoft Word, Excel, Adobe Acrobat Pro, Zoom, Google Suite, and basic knowledge of HTML.

**Working Environment**
Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Department Statement**
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.

**ASU Statement**
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.  
Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.  
Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.  
ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.  
Only electronic applications are accepted for this position. **#84549BR** |