

## *Job Announcement*

### **Part-time position: Academic Journal Manager**

The Centre for European Studies (CES) at Carleton University invites applications for a part-time position as Manager of the online journal *Review of European and Russian Affairs* (RERA), commencing immediately. RERA is a double-blind peer-reviewed journal produced by the Institute of European, Russian, and Eurasian Studies and the Canada-Europe Transatlantic Dialogue of the Centre for European Studies at Carleton University. You may view its website at <https://ojs.library.carleton.ca/index.php/rera>.

Specific tasks may include (but are not limited to):

- overseeing all aspects of management of the journal under the direction of the editor-in-chief and in cooperation with the project manager of the Centre for European Studies
- organizing the receipt and assessment of submissions
- interacting with academic assessors and authors
- supervising other staff of the journal, as appropriate, including copy-editors and possibly student assistants
- promoting the journal and recruiting articles
- pursuing indexing of the journal
- assisting in the development of grant applications to support the journal

Required qualifications include:

- experience in project management or administration
- native-level knowledge of English, with excellent writing skills
- strong organizational and analytical abilities
- excellent communication skills
- computer skills and experience (MS Word, Outlook, Excel, Wordpress)
- a proactive approach to work

The following skills are desirable:

- experience with publishing, editing (Chicago Manual of Style), information management, or research publications
- familiarity with the Carleton administrative and research environment
- expertise or knowledge of European and/or Russian affairs
- familiarity with open access online journal systems

Salary for the successful applicant will depend on experience and qualifications. The number of hours of work may vary from week to week, and would be expected initially to be approximately 10 hours per week, on average, depending on the skill set of the successful applicant. The position is currently funded through 2018, and additional funding is being sought.

Applicants should provide: (a) a letter of application explaining their interest in the position, as well as relevant skills, experience, and availability; (b) names and contact information (email and phone) for three people whom we may contact to provide references and who are familiar with relevant qualifications and experience; and (c) a curriculum vitae. Consideration of applications will commence on **December 8, 2017** and continue until the position is filled. Please send a single email with a single attachment containing all application materials to: [CanadaEU@carleton.ca](mailto:CanadaEU@carleton.ca) with the subject line: "Application RERA YOUR NAME". For further information you may contact Prof. DeBardeleben at [joan.debardeleben@carleton.ca](mailto:joan.debardeleben@carleton.ca).

Carleton University is committed to equality of employment for women, aboriginal peoples, visible minorities, and persons with disabilities. Persons from these groups are encouraged to apply. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.