



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Editorial Assistant for *European Journal of International Security*,
Faculty of Social Sciences



Salary: Grade 4 (£19,202– £22,017 p.a.) pro-rata

Reference: ESLPO1041

Closing date: 28 August 2019

Part time (7 hours per week), fixed-term for 48 months from 1 October 2019 until 30 September 2023

Editorial Assistant for *European Journal International Security*, School of Politics and International Studies, Faculty of Social Sciences

Do you have excellent proof reading skills, attention to detail and the ability to produce accurate work under pressure? Do you have strong communication skills and enjoy working with people?

An Editorial Assistant is sought to work with the editorial team of the *European Journal of International Security* (EJIS), an international journal published by Cambridge University Press on behalf of the British International Studies Association. EJIS publishes theoretical, methodological and empirical papers at the cutting-edge of international security research.

Based at the University of Leeds you will work with the new and ambitious editorial team that includes colleagues at Monash University, Delhi University, Lund University and Ohio State University.

What does the role entail?

As Editorial Assistant, your main duties will include:

- Managing ScholarOne and Manuscript Central systems (training will be provided) to ensure a smooth and timely peer review process;
- Maintaining correspondence with journal contributors, dealing with routine enquiries;
- Assisting editors with copy-editing, style checks and dealing with copyright issues;
- Checking final journal proofs for return to publishers by scheduled date;
- Arranging and attending various editorial meetings;
- Assisting in the organisation of journal events (e.g. workshops, lectures);
- Implementing the journal's social media strategy;

Some flexibility will be required in line with the level of workflow, in accordance with normal routines of academic publishing and the requirements of the Senior Editors.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Editorial Assistant, you will have/be:

- Educated to A level or equivalent;
- Excellent IT skills, including proficiency in Word and Skype, and an ability to become proficient in the use of ScholarOne and Manuscript Central;
- Excellent time management, organisation, attention to detail and planning skills;
- An ability to communicate confidently and courteously at all levels, both in writing and orally;
- An ability to work independently;
- A commitment to sensitivity in handling confidential information;
- Familiarity with social media communication (e.g. Twitter).

You may also have:

- Experience of academic proof reading and editing;
- A degree or postgraduate degree in International Relations/ Security;
- A good understanding of the academic research environment.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Jason Ralph, Co-Editor.

Tel: +44 (0)113 343 4429

Email: j.g.ralph@leeds.ac.uk



Additional information

You will be responsible to the Dean of Faculty and report to the Head of School.

Find out more about the [School of Politics and International Studies](#).

Additional information on *European Journal of International Security* can be found in the publishers' website [Cambridge University Press](#)

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. all applicants must declare if they have any 'unspent' criminal offences, including those pending

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

