### Managing Editor  
*(Job Number: 84373BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<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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<tr>
<td>Close Date</td>
<td>October 5, 2022</td>
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**Job Description**

Under the direction of the Director of the Scholarly Communications Director and Managing Editor, serves as the Managing Editor of two scholarly journals of education, responsible for coordinating with commercial academic publishers to manage editorial workflows and ensure publication of print-based and web-based content consistent with 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 a field appropriate to the area of assignment and five (5) years of related experience; 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 Principles 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

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
Report is available online at https://www.asu.edu/police/PDFs/ASU-Cler-Report.pdf. You may request a hard copy of the report by contacting the ASU Police
Department at 480-965-3456.
<table>
<thead>
<tr>
<th><strong>Relocation Assistance</strong></th>
<th>For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</th>
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<tr>
<td><strong>Employment Verification</strong></td>
<td>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</td>
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<tr>
<td><strong>Fingerprint Check Statement</strong></td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td><strong>Instructions to Apply</strong></td>
<td>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. #84375BR</td>
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