



## Position Advertisement

Job Title:	<b>Administrative Assistant</b>	Date Posted: June 9 2022
Job Category:	Administrative	Posting Expires: June 24 2022
Journal Name:	Journal of Critical Dietetics	
Association:	World Critical Dietetics	
Location:	Remote	
Pay:	\$22 CAD /hour	
Position Type:	Part-time / Contract: 5-8 hours/week (approx.)	

The *Journal of Critical Dietetics* (JCD) is the international, open-access, online, peer-reviewed journal of World Critical Dietetics. JCD publishes research, writing, and art, that illuminates critical perspectives on topics and issues of relevance to dietetic knowledge, education, and practice. In this context, the word “critical” refers to research, writing, and art that seeks to advance anti-oppressive, liberatory knowledge and action within and through dietetics. JCD publishes works in several categories, including original empirical and theoretical research; research conducted using quantitative, qualitative, mixed-methods, and arts informed methods; reflexive writing; art and photography; book reviews; and opinion pieces. JCD is published up to four times per year, and includes regular and special, topically focused issues.

The **Administrative Assistant** is a member of the JCD Editorial Collective and provides ongoing administrative support to the Editor(s) and Associate Editors.

### ROLE AND RESPONSIBILITIES

- General Duties
  - Assist with the development of a new governance structure for the Journal
  - Assist with recruitment of peer reviewers and register them in the Open Journal System
  - Assist with the recruitment of Associate Editors
  - Arrange and attend online meetings
- Website management:
  - Website development/maintenance using the Open Journal System’s journal management and publishing system. Examples include inputting and organizing website content, assisting with the online editorial and review processes, organizing the layout of issue publications, and creating user profiles
  - Liaison between the Journal Governance Committee and Toronto Metropolitan University Library technical support staff for website changes and technical issue

- Initial technical support contact for authors/readers/reviewers
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- Layout/Design/Copyediting:
  - Conversion of all articles to proper layout format
  - APA style and end-stage copyediting
  - Uploading and finalizing final layout copies
- General communications:
  - Telephone/Internet conference calls with the Journal Governance Committee (Approx. every two months)
  - Online meetings with the Editor(s) (Approx. one per month)
  - Ongoing email communications regarding various aspects of managing the journal

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimal requirement of graduate degree (Master's or PhD preferred)
- Administrative and editorial experience
- Excellent academic writing and verbal communication, time-management, and organizational skills
- An ability to work independently, as well as collaboratively, and to multi-task

### **PREFERRED SKILLS**

- Editing
- Proficiency with Microsoft Office, Google Docs, Adobe Acrobat, Web editing
- Experience with Open Journal Systems (training will also be provided)

Please send a letter of interest explaining relevant knowledge and experience along with a current CV to Debbie MacLellan ([maclellan@upei.ca](mailto:maclellan@upei.ca)) by 4:00 pm AT on June 30 2022.