

I2S F26 Academic Journal Development, Implementation & Editor Support

Overview: This position involves work with two journals in different stages, as described below.

A Developed & Growing Journal: Feminist Anthropology Journal

Feminist Anthropology Journal (FAJ) is a peer-reviewed journal with a vision of academic and applied feminist publishing that is heterogeneous, rich, and multidisciplinary. The journal encompasses a range of praxes within anthropology's and sociology's spectrums of humanistic and scientific endeavors. We are particularly committed to highlighting the unique strengths of feminist anthropology and sociology with globally sourced content championing work frequently cast to the margins of the social sciences.

Proposing a New Interdisciplinary SBS Journal

The Bachelor of Interdisciplinary Studies (BIS) program is considering developing a "double blind" peer-reviewed academic journal with a vision of publishing thoughtful, innovative interdisciplinary research, thought pieces, and pedagogical recommendations reflecting what is possible at multidisciplinary crossroads. The hope is to begin at NAU and, if possible, expand to the other 2 major AZ universities. At this stage, the committee is assessing feasibility, community need, and required resources for developing such a journal and harnessing support for its implementation with a collaborative collective editorial team.

This intern would support a NAU-based faculty member in 2 of her roles, as a 1. FAJ coeditor managing the editorial process with a collective editorial team AND 2. BIS advisory board ad-hoc committee member developing a new journal proposal for the journal that assesses feasibility, community need, and required resources for building such a journal and harnessing support for its implementation with a collaborative collective editorial team;

This position

- includes 1-on-1 mentorship and training, which ideally, encourages learning the inner workings of publishing, proposal writing, implementing institutional assessments, higher education careers outside of teaching, academic publishing contractual details, and project management/coordination.
- may require a 2–3-year commitment (pending follow up I2S applications)

in subsequent years); and

- best suits interests in inter/multidisciplinary work around the social sciences, such as in sociology, anthropology, gender & women's studies, ethnic studies, political science, and/or policy. Additionally, an interest in at least 1 of the following areas is key: journalism/publishing, academic careers, public humanities, and/or creative writing.

What the student will DO and LEARN: In addition to weekly 30-minute meetings with the NAU coeditor/intern supervisor, specific responsibilities will include, but are not limited to, assisting with the following tasks. These tasks rotate according to specific timelines across both projects for a reasonable/balanced workload. All provide opportunities for guidance and hands-on learning practices.

FAJ

- soliciting and processing original manuscripts,
 - co-writing calls for manuscripts
 - developing social media content promoting calls for manuscripts
 - presenting with the NAU coeditor/internship supervisor at local and virtual academic conferences on publishing processes, peer review, and academic writing for a journal
 - reviewing and coordinating manuscript processing progress in a submissions database
 - researching potential peer reviewers among a list of potential scholars in the field
 - preparing weekly manuscript updates to include in weekly to bi-weekly editorial meetings
- communicating with authors and other coeditors as assigned, providing social media content as needed,
 - developing social media content promoting recently published work
 - coordinating updates on submitted manuscripts to authors (the NAU coeditor/internship supervisor handles any communication on manuscript decisions or other sensitive topics)
 - uploading author manuscripts post developmental edit
- light developmental copyediting
 - reading newly approved manuscripts for minor edits before the NAU coeditor/internship supervisor's deeper edit, and
- researching best practices in academic association publishing contracts from a

journal perspective.

BIS Journal Development

- conducting a community assessment of needs and interest in such a journal
- researching
 - journal development in similarly situated institutions and academic units and
 - best practices in academic publishing
- soliciting potential publishing companies' contracting process details
- drafting
 - realistic timelines for journal implementation, and
 - job descriptions for editorial and journal positions, and

This position includes 1-on-1 mentorship and training, as well as opportunities to explore the world of academic publishing from the ground up. Ideally, this encourages learning around the inner workings of publishing, how to do institutional assessments, more details about higher education careers outside of teaching, contractual details related to academic publishing, and project management/coordination. The work best suits students interested in inter/multidisciplinary work around the social sciences, journalism/publishing, academic careers, public humanities, and/or creative writing.

Additional Benefits: Students in this position will benefit from detailed knowledge of the editorial and (academic) publishing process, engagement with shifting theory and ethics into applied work within an academic community, membership and social networking in a professional association, experience with conference presentations, work with editorial boards, and 1-on-1 mentorship in these areas. In addition, the student will be able to practice skills necessary for project management, product development, and social entrepreneurship while completing work in a dynamic space within higher education. The student will also leave with clear projects that will enhance any resume, CV, or graduate school application while gaining experience that uniquely positions them for future work with communities, in the academy, or other professional settings.

Additional Qualifications: Excellent (oral and written) communication skills, experience with or learning new technology and application software, ability to make connections across multiple processes, comfort working with new people (including some who may be anxious), time management and organizational skills, comfort with collaborative work across disciplinary differences, adaptability, strong research skills

and initiative, creativity, curiosity, a willingness to speak up and an interest in this work, as detailed in the project description.

Time Commitment: 6 hrs/week for 30 weeks (or 2 semesters)