**JOB OFFER:**

**SENIOR EDITORIAL ASSISTANT**

_The Society of Ethnographic Theory_ and HAU are searching for an Editorial Assistant to assist the Managing Editor and Editor in Chief in weekly maintenance of the journal.

We are seeking an engaged, highly motivated, and diligent individual to assist HAU’s editorial team in the weekly maintenance of the journal. Applicants should share HAU’s vision and aims for open access anthropology, be willing to contribute their skills and passion to the long-term growth of the journal and book series, and to show both leadership and vision that further the aims of the HAU’s publishing program. Tasks include (but are not limited to): proofreading manuscripts, managing databases, assisting with peer-review processes, assisting with issue releases, clerical work, minor website updates, management of mailing lists and mailings, and providing assistance to the editors on various projects. The Editorial Assistant is expected to work, on average, 15-20 hours per week, for a year. The position will be compensated in the form of a monthly stipend, and will afford the assistant experience and training in both print and open access publishing.

**Selection Criteria**

- Fluency in English, attention to detail, daily access to email and internet, and excellent written and verbal communication skills to carry out duties effectively and on time.
- Prior experience in publishing and/or website maintenance will be an advantage.

**Position Duties**

- The editorial assistant will be required to work closely with the editorial team to complete weekly tasks relating to preparation of issue releases, licensing and permissions, peer-review processes, and clerical work (contacting authors, guest editors, and collaborators); and periodic tasks relating to website updates, mailings, and issue production.
- The editorial assistant will be required to work independently and maintain a strict schedule on all weekly tasks.
- The editorial assistant will be required to meet all deadlines and maintain regular, clear communication with the senior editors and staff.

**Applications**

Expressions of interest are welcome from all qualified candidates regardless of location or field of expertise. Please submit a cover letter and an updated CV no later than **Friday March 13th** to:

Sean Dowdy, Managing Editor - [sdowdy@haujournal.org](mailto:sdowdy@haujournal.org)