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Frontiers of Biogeography

Title

Job announcements

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JOB ANNOUNCEMENTS

Position at Frontiers of Biogeography: Editorial Assistant

Frontiers of Biogeography is searching for good candidates to fill an editorial assistant position, replacing the current role-holder who is stepping down after several years of excellent service. The position will be vital in supporting a major initiative in the coming two years to advance the mission of the journal and its service to authors.

The Editorial Assistant is responsible for assisting authors, editors, and reviewers in maintaining a timely review and publication schedule. The primary responsibility is to oversee the progression of manuscripts and associated metadata and documents through the eScholarship system. The job will also occasionally entail support for other activities associated with running the journal such as helping prepare promotional materials and representing the journal at conferences and

meetings. Applicants may or may not have a Ph.D., but should be knowledgeable about biogeography; they should be able to demonstrate good inter-personal skills, aptitude for online document handling, and the ability to plan for and meet deadlines. Expected workload ~4 hrs per week, average; remuneration is in the form of support to attend the biennial IBS conference and possibly other IBS-related events.

Interested biogeographers may contact any of the editors-in-chief by email. Applicants should submit their CV, a 1-page description of relevant experience, and a 1-page vision statement to the Editor-in-Chief at frontiersofbiogeography@gmail.com. Preference will be given to members of the International Biogeography Society. Review of applications will begin 01 July 2017. Position preferably starts on or before 31 August 2017.