

Call for Nominations



Associate Proceedings Editor

2016 AHRD International Research Conference in the Americas

The Associate Proceedings Editor is a critical leadership role related to the *AHRD International Research Conference in the Americas*. This requires a three-year commitment that includes advancement to a position of increased responsibility in each successive year. The effective term for this position is February 2015 through March 2018.

The first year is spent as the Associate Proceedings Editor for the 2016 Conference Proceedings of the *AHRD International Research Conference in the Americas*; the second year is spent as Proceedings Editor for the 2017 Conference proceedings; and the third year is spent as the Program Chair for the 2018 Conference.

The Associate Proceedings Editor will have the primary responsibility of managing the peer review process and is a primary contact with the conference Track Chairs during the review process. This is a critical position within the conference team and will require up to 15 hours of work per week, especially in the period between August 2015 through February 2016.

The position requires strong writing and editing skills, because the finished product has to pass through many steps before it reaches the conference proceedings. The Program Team manages the development process of the conference proceedings, including managing manuscripts, scheduling individual conference sessions, coordinating with the conference planning team, and ensuring the timely and accurate creation of the conference proceedings.

Duties:

- Assist the Proceedings Editor in carrying out the overall responsibility for the published content.
- Assist in determining the relevance and appropriateness of submissions for the conference proceedings.
- Work in collaboration with the Track Chair Editors and authors.
- Provide editorial help for specific sections or articles. This may include copyediting and proofreading of authors' works in order to ensure correct documents are published.
- Work closely with the Proceedings Editor to ensure an effective design of the proceedings.
- Assist in the development and support of Track Chairs and others related to the Conference.
- Participate in meetings and other events.

The required or desired qualifications for this position are:

- Experience with producing research and scholarship, including having actively published in journals and/or proceedings of an AHRD affiliated conference.
- Served as a Track Chair or reviewer for an AHRD affiliated conference.

- Experience and skills in project management.
- Hold AHRD membership and willingness to maintain membership for the duration of the term (three roles during the three year term).
- Proficient use of software, like Microsoft Word, Excel, etc.
- Strong communication and interpersonal skills.
- Be able to multi-task and to work with a close deadline
- Academic or educational institution affiliation preferred, but not required.

Questions about the expectations of the Associate Proceedings Editor may be directed to the 2016 Program Chair, Jason Moats (jbmoats@tamu.edu).

Applications or nominations, in the form of a vitae/resume and a cover letter specifying your interest and qualifications as related to the role should be sent to the AHRD Office at office@AHRD.org by **February 13, 2015** (midnight MST).