

Research In Mathematics Education (Routledge/Taylor & Francis)

EDITORIAL ASSISTANT

Call for Applications

Applications are invited for the position of Editorial Assistant of the journal Research in Mathematics Education (RME), from August 2022.

Research in Mathematics Education is the official journal of the British Society for Research into Learning Mathematics (BSRLM). The RME Editorship is held jointly by Jenni Ingram, Christian Bokhove and Jodie Hunter publishing three issues per year. The Editorial Assistant supports the Editors in the publication process from article submission to publication, as well as supporting the journal's social media presence and wider promotion. This involves frequent correspondence with authors, reviewers and editors.

RME submissions are managed through an online platform ScholarOne, with production run through the CATS programme (Central Article Tracking System). Appropriate training will be given upon appointment.

In addition to supporting the management of articles, the duties of the RME Editorial Assistant include: tracking the progress of submitted papers; assisting in correspondence with the publisher and Editorial Board; maintaining financial records; routine assistance in the final stages of preparing copy for each of the three issues; preparation of reports for key stakeholders (such as BSRLM); and management of social media accounts. The RME Editorial Assistant role is well-suited to graduate students in a related academic field with excellent organisational and communication skills.

The RME Editorial Assistant receives an honorarium of £170 per month, in return for up to 4 hours per week on average, normally over 4-5 days per week, in 48 weeks per year. Since most work is computer based, there is no requirement for the RME Editorial Assistant to be resident in the UK but will be required on occasion to attend face-to-face meetings with the Editors.

Applications should take the form of a letter to the Editors, no more than one page in length, outlining the applicant's background, experience and expertise in relation to the job specification above, along with a brief CV (maximum three pages) and the name and contact details of one appropriate referee.

Applications should be sent as an email attachment to the Editors, at rme@bsrlm.org.uk, by 15th July 2022.

Informal enquiries about the role may be sent to any of the RME editors, Jenni Ingram (Jenni.Ingram@education.ox.ac.uk), Christian Bokhove (C.Bokhove@soton.ac.uk) or Jodie Hunter (j.hunter1@massey.ac.nz).

The RME Editors reserve the right to approach potential candidates by invitation after the closing date for applications.