



We're hiring a Managing Editor

Organization Overview: Join a prestigious academic organization, the Social Science History Association (SSHA), which is dedicated to advancing scholarly research and knowledge dissemination globally in the area of interdisciplinary history and the historical social sciences. For more information, please consult our website: www.ssha.org. We are committed to excellence in publishing and are seeking a dynamic and experienced Managing Editor to support our editorial team.

Position Overview: The Managing Editor will play a pivotal role in overseeing the editorial process from manuscript submission to publication and will collaborate closely with authors, editors, and the production staff at Cambridge University Press to ensure the timely and high-quality publication of academic works in *Social Science History*.

Key Responsibilities:

- Manage the editorial workflow, including manuscript evaluation, peer review coordination and production. Work closely with authors and editors to uphold academic standards and ensure manuscripts meet publishing guidelines.
- Work with authors to help them navigate the editorial system, to verify that their manuscripts conform to journal guidelines, and to assist authors with the improvement of their writing.
- Work with the editorial team to identify potential reviewers and help them navigate the editorial system.
- Develop and maintain editorial policies and guidelines to enhance publishing efficiency and quality. Help maintain the style sheet.
- Coordinate with production teams at Cambridge University Press to oversee the publication process, from copy editing to final proof approval.
- Track journal content and monitor journal analytics. Maintain records on the editorial system used by Cambridge (Editorial Manager) and keep track of special content articles.
- Collaborate with the editorial team and Cambridge to promote published works and expand readership. Assist with social media content.

Required Qualifications:

- Advanced degree in a relevant academic discipline.
- Understanding of academic standards, peer review processes, and copyright laws.
- Excellent project management skills with the ability to prioritize tasks and meet deadlines.
- Exceptional communication and interpersonal skills, with the ability to work effectively in a collaborative environment.

Preferred Qualifications:

- Academic background in history or in a social science focusing on historical work.
- Experience working in academic publishing.
- Experience with digital publishing platforms and content management systems.
- Familiarity with Open Access publishing models and trends in scholarly communication.

Benefits:

- Part-time hours, with the ability to set one's own schedule. Hours will average approximately 15-20 hours a week, with some minor variability.
- Competitive pay commensurate with experience.
- A vibrant and intellectually stimulating work environment with a commitment to academic excellence.

Application Process: Interested candidates should submit a cover letter, resume, a short writing sample and contact information for three professional references to Simone.Wegge@csi.cuny.edu. Please indicate "Managing Editor Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity.
