NYS TESOL Journal
(Drafted October 2017, LGA)

Position: Assistant Editor

Time: about 3 hours per week, volunteering
Volume: work may come in waves, some weeks light load, some weeks heavier.
Overall load per month: not to exceed 12 hours

Conditions of volunteering:
- ✓ Reports directly to EiC
- ✓ Keeps all documents confidential
- ✓ Uses only journal e-mail
- ✓ Appointment is for one year initially, extended for two more.
- ✓ Extension possible after 3 years for two more, total five.
- ✓ Advancement possible, from Assistant Editor to Associate Editor, to Editor, Managing Editor.
- ✓ Two month resigning notice required.

Key role is to assist EiC with the following:

1. Working with the Editor-in-Chief on running the journal.
2. The first year is the 'shadowing' year: the assistant editor is copied on most emails and is learning the process of sorting submissions, preparing for the review process, farming out to editors, and then, helping editors keep deadlines and keep the data logs.
3. After the first year, the position is evaluated. Re-appointment is made after the first year, as indicated above.
4. For detailed descriptions of the journal workload see the job descriptions.
5. It is essential for the assistant editor to familiarize him/herself with all the editorial office protocols, rules, guidelines and job descriptions, including the review process and the reviewer guidelines.
6. The assistant editor should expect work to come in waves: it is typically start-of-the process and end-of-the process heavy (meaning work on the upcoming issue). Checking e-mail twice per week is advisable. Keeping records in order and keeping the work going on a regular basis.
7. Any issues, problems, or any difficulties with keeping deadlines or even staying on the staff must be shared with the Editor-in-Chief immediately so that help /support, if needed, can be provided.

Contract: My signature indicates that I have read it and that I have agreed to it.

Date: _____ Signed: _____ Print Name: _____