GRADUATE ASSISTANTSHIP

11-month Graduate Assistant
Managing Editor for Language Learning & Technology, (lltjournal.org)

**Sponsors:** Center for Language & Technology (CLT) and the National Foreign Language Resource Center (NFLRC) in the College of Languages, Linguistics & Literature, UH Mānoa

**Appointment type:** 11-month, .50 FTE

**Appointment period:** August 1, 2019 through July 31st, 2020, pending funding availability.

**Pay range:** 1,845.00 - $1,919.00/month (.50 FTE, GA-11).

**Application deadline:** Review of applications starts on April 20th, 2019. Applications accepted until position is filled.

Language Learning & Technology (LLT) is a fully-refereed, top-tier academic journal which is published triannually (February, June, and October) and exclusively online. LLT disseminates research to foreign and second language educators on issues related to technology and language education. LLT has an editorial board of scholars in the fields of second language acquisition and computer-assisted language learning. The Managing Editor for LLT works closely with the LLT editorial board, as well as with CLT and NFLRC faculty and staff.

**Duties**

1. serve as liaison between the editors-in-chief and sponsors;
2. manage LLT daily operations, which include tasks such as: a) maintaining communications with editorial staff, authors, reviewers, board, and sponsors; b) processing journal articles for review; c) updating LLT records; d) copy-editing and soliciting copy editors for LLT articles; e) processing journal articles for publication (e.g., preparing final documents, assigning DOIs and metadata, etc.);
3. participate in periodic NFLRC meetings;
4. collect journal statistics and generate reports;
5. assist in the organization of annual editorial board meetings;
6. help with the administration of the journal; and
7. perform other relevant duties as assigned by editors-in-chief, faculty supervisor, or NFLRC staff.
Minimum qualifications

Classified graduate status in Second Language Studies, English, Linguistics, or related field; demonstrated superior English language writing and editing skills; demonstrated ability to proofread and copy edit academic articles written in English; demonstrated excellent communication and organizational skills; familiarity with Macintosh computers; proficiency with Microsoft Word and Excel.

Desirable qualifications

Familiarity with APA style; previous experience as managing editor or relevant role; familiarity with the peer review process; a keen interest in and/or knowledge of issues related to language learning and technology; exceptional copy editing skills; superior proficiency in English; attention to detail; reliability and efficiency.

Application Instructions

Complete the application form (http://go.hawaii.edu/diG) and submit it along with 1) a cover letter (explaining how you meet the minimum and desired job qualifications and including information about any additional relevant training and experience or other qualifications specific to this position) and 2) a CV or Resume (covering the following information: institutions from which you received higher degrees, previous employment in related areas, scholarships, academic awards, etc.).

Inquiries

National Foreign Language Resource Center, 808-956-9424, nfrc@hawaii.edu

The University of Hawai‘i is an equal opportunity/affirmative action institution. All qualified applicants will be considered, regardless of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, or status as disabled veteran or veteran of Vietnam era.