



Recruitment

The British Association for International and Comparative Education (BAICE) seeks to appoint an Editorial Assistant for *Compare: A Journal of Comparative and International Education*. Expression of interest are invited from suitable candidates.

BAICE

BAICE is an association which promotes research, teaching, policy and development in all aspects of international and comparative education. BAICE is the British affiliate of the World Council of Comparative Education Societies (WCCES) but membership is open to all interested in international and comparative education, regardless of nationality or institutional affiliation. BAICE publishes the journal *Compare* in association with Taylor and Francis.

Compare

Compare is one of the world's leading journals in international and comparative education. It is an established peer-reviewed journal with the impact factor of 1.607 (2019) and publishes work on the role of education in development and the interactions of the local, the national and the global debates about education systems and practices. It is the official journal of BAICE. It has witnessed a rapid growth in the number of submissions in recent years.

We are looking for a dedicated **editorial assistant** who will work closely with the editors to organise and support the peer review process of the papers submitted to the journal. Ideally, the candidate should be willing to commit to this role for at least 3 years. The work will take 8 to 12 hours per week with payment based on actual hours worked (at a rate of GBP24 per hour gross, i.e. before tax and NI). The position will be UK based and will involve travel across the UK to attend editorial board meetings.

The application should include:

- 1) a statement (300 words), outlining relevant experience and motivation for the job
- 2) a CV

Please send to compare@baice.ac.uk by 15 January 2021, putting "application for editorial assistant" in the subject line.

Editorial Assistant: Main Duties

- To check all articles submitted to Compare via Scholar One to ensure that they meet the criteria for consideration and to contact authors if they do not
- To direct articles to the relevant editor for academic scrutiny and to act upon her/his decision
- To issue invitations to reviewers and to monitor responses, liaising, as appropriate with the editors
- To monitor the reviewing and resubmission process of submitted papers and alert editors to decisions that need to be taken and reviewers that need to be selected.
- To respond to author queries and refer these to the relevant editor as necessary
- To monitor the College of Reviewers, adding and removing reviewers as necessary
- To support editors to record podcasts with selected authors of published articles.
- To liaise with the publisher with regard to relevant production processes, including the assembling of each issue
- To oversee membership of the Editorial Board and International Advisory Board, to alert editors when the period of membership is due to expire and to communicate with members as directed by the editors
- To arrange Editorial Board meetings, usually 3 per year, in conjunction with the editors and Chair of the Editorial Board, to prepare and distribute papers and to take minutes of the meetings
- To prepare statistical information for the Editors' Report and for Editorial Board meetings
- To be the named contact for applicants for the annual Compare Fellowship
- Facilitating the Compare writing workshop

Requirements:

- A BA degree in a relevant field

- Experience in using software for administrative purposes
- An excellent command of English and ability to respond to emails in a professional manner
- A commitment to precision and accuracy
- An ability to take prompt action and monitor deadlines
- Experience of working in international settings and cross-cultural communication
- A curiosity in the world of academic publishing

Desirable qualities:

- Familiarity with online paper submission programmes such as Scholar One
- Experience in academic publishing
- A postgraduate degree in education or social sciences
- An interest in the field of comparative and international education