Job Description: Editorial Assistant and Social Media Lead – *Intersections: The Education Journal of the Woodruff Health Educators Academy*

Organization Statement of Purpose: Intersections serves as a dynamic resource for the Woodruff Health Sciences Center and the entire Emory University community by 1) providing a forum for dissemination of health sciences-related educational scholarship in all of its forms, 2) supporting a diverse cadre of health science educators in refining their scholarship, writing and reviewing skills, 3) contributing to the evidence base for best teaching and learning practices across disciplines and educational settings, and 4) elevating the stature of health science educators and educational scholarship at Emory.

Summary of the Project: This is a new journal that is in the final stages of development and will launch in late April/early May 2023. The content will focus on the education of health care professionals. It will be an online publication with new content added on a rolling basis.

Editorial Assistant/Digital Media Lead role: This person will receive manuscripts that have been reviewed and accepted for publication and review them to ensure the language is clear, that they meet the journal style guidelines, and that they are formatted appropriately for publication. This person will be responsible for uploading final manuscripts and all the associated materials (tables, figures, author’s bios) into WordPress and publishing them to the journal website. In addition, the editorial assistant/social media lead will publicize all new additions to *Intersections* through the journal’s social media (LinkedIn, Twitter, and Instagram) and lead efforts to enhance the journal’s social media presence and reach. The editorial assistant/social media lead will be an integral part of the *Intersections* team and will attend regular editorial meetings and report on their work to the rest of the team.

Position Title: *Intersections* Journal Editorial Assistant/Social Media Lead

Location: Remote

Time Required: 10 hours/week

Required skills: Strong organizational skills, good writing and communication skills, familiarity with WordPress, willingness to learn Trello (the online project management tool used for the journal), familiarity with and enthusiasm for social media.

Application Materials Required for Applicants:

- Cover letter stating reasons for interest
- Resume
- List of References

Person to receive applicant materials: Please address all applications and questions to Maryam Carn at jintersections@emory.edu.

Supervisor Information:

- Division or Department: *Intersections: The Journal of the Woodruff Health Sciences Center*
- Supervisor Name: Linda O. Lewin, MD
- Supervisor Email: linda.lewin@emory.edu
Supervisor Phone: N/A