Job Description: Editorial Assistant – Woodruff Health Sciences Center Health Professions Education Journal

Position Title:
WHSC Education Journal Editorial Assistant

Job Description to Post:

**Journal Statement of Purpose:** To serve the Woodruff Health Sciences Center community as a forum for educational scholarship in all its forms, to support the scholarship of its educators, and to contribute to the evidence base for best practices in teaching and learning across disciplines and educational settings.

To provide a platform for recognizing diverse voices and viewpoints and support educational approaches to achieving an inclusive, equitable, and diverse healthcare, health sciences, and public health workforce

**Summary of the Project:** This is a new journal that will be launched in the spring/summer of 2022. The content will focus on the education of health professionals. It will be an online publication with new content added as it is received, reviewed, edited, and accepted.

**Editorial Assistant Role:** The Editorial Assistant will be tasked with copyediting, content formatting, and placement of final content into the online template. The student will work closely with the Co-Editors-in-Chief and the Project Coordinator to ensure content is reviewed and posted in a timely manner.

**Required skills:** Strong organizational skills, good writing and communication skills, some familiarity with WordPress preferred

Additional Information for Postings (depending on platform used)

**Location:** Remote

**Number of Students:** 1

**Number of hours/week:** 10

**Permitted to work remotely?** Yes

**Preference for 1st or 2nd year students:** No preference

**Preferred majors?** None

**Application Materials Required for Applicants:**

  Cover letter
Resume

Person to receive applicant materials: Linda O. Lewin, MD

Supervisor Information:

Division or Department: WHSC Education Journal

Supervisor Name: Linda O. Lewin, MD

Supervisor Email: linda.lewin@emory.edu

Supervisor Phone: N/A