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**Position Description**

**Section Editor – Tools of the Trade**

***Journal of Extension***

We seek an individual to review all manuscripts submitted for the Tools of the Trade category. Tools of the Trade articles identify and describe specific materials, books, techniques, and technologies useful to U.S. Extension professionals. They explain how the tools are useful specifically for U.S. Extension professionals.

**Commitment**

Term: 3 years (with option to renew)

Estimated Time Commitment: 3–5 hours per week on average

**Overview**

A Section Editor (SE) contributes to ensuring that the journal’s editorial quality and academic rigor meet generally acceptable standards for the scholarly journal industry and plays a substantial role in executing the author development component of the journal’s mission. The Tools of the Trade Section Editor is responsible for conducting the review process for all submitted Tools of the Trade manuscripts, providing authors with comprehensive feedback to foster development of the authors’ scholarly writing skills, and making final publication recommendations. A SE is expected to obtain institutional support to fulfill the duties of the role. Onboarding for SEs will be provided by the *Journal of Extension* (*JOE*) Production Editor. The Extension Journal Inc. board of directors and its editorial committee oversee the publication of *JOE*. Those serving in an editor position do so as a professional service.

**Duties**

Manage the development and review processes for all assigned manuscripts.

1. Determine whether content is relevant to the *JOE* audience and aligns with the criteria for the article category.
2. Review all Tools of the Trade manuscripts for rigor and potential impact.
3. Aid authors, when necessary, in developing promising submitted manuscripts.
4. Determine final disposition of manuscript and communicate to authors and production editor.

**Qualifications**

* Master’s degree (PhD preferred) and expertise in a discipline or disciplines found commonly within Cooperative Extension nationally. (May be a current or recently retired Extension educator or academic faculty member who has/had a partial Extension appointment.)
* Demonstrated record of successful publishing in peer-reviewed scholarly journals, preferably including *JOE*) and an understanding of and appreciation for the mission and values of *JOE*. Additional experience as a peer reviewer for *JOE* or another scholarly journal or as an AE for a scholarly peer-reviewed journal is desired.
* Must have basic knowledge of style requirements identified in *Publication Manual of the American Psychological Association*, Seventh Edition.
* Organizational skills applicable to managing workflows and meeting deadlines.
* Authorization from institutional department head (direct supervisor) to serve as a *JOE* AE and commitment from these individuals to provide time and resources required for completing *JOE* AE duties.
* Willing to serve at least 3 years as a section editor.

**Application Process**

* An applicant for a *JOE* Section Editor position will provide the items listed below.
* Submit requested materials to [journalofextension@clemson.edu](mailto:journalofextension@clemson.edu).
* Application will be reviewed by the Extension Journal, Inc. Editorial Committee.
* Questions may be addressed to Theresa Ferrari, Editorial Committee chair at [ferrari.8@osu.edu](mailto:ferrari.8@osu.edu).
* The position will remain open until a suitable candidate is found.

1. Cover letter: The cover letter should include the following elements: (a) identification of the position for which the candidate is applying, (b) reasons the candidate desires the position, (c) specifics of the qualifications the candidate possesses for the position, (d) an explanation of the commitment the candidate’s institution is willing to make to facilitate a successful candidate’s work with *JOE*, and (e) contact information (name, title, institution, address, phone number, and email address).
2. CV: Include (a) education, (b) work experience, (c) documentation of published peer-reviewed scholarly articles, and (d) any experience with peer-reviewed journals, such as editorial positions, reviewer positions (when, what, for how long).
3. References: The candidate will provide the names and contact information from two people who can speak to the candidate’s abilities and experiences relative to the duties and qualifications associated with the *JOE* AE role.
4. Letters: The candidate also will provide a letter from a supervisor informing of the institution’s willingness to support the candidate’s efforts as a *JOE* AE.