

Tertiary Education & Management (TEAM) is looking for an Assistant Editor

Tertiary Education & Management (TEAM), the journal of EAIR – the European Higher Education Society, is seeking an Assistant Editor from the 1<sup>st</sup> of January 2022.

The Assistant Editor will work in close cooperation with the Editor in Chief to manage the peer-review procedures for the manuscripts submitted to the journal, with the goal of prompt editorial decisions. This entails handling manuscripts submitted to peer review, communicating with authors and reviewers from all over the world, communicating with the journal editorial office, and maintaining records of the peer-review process in the workflow management system provided by the publisher. Additionally, the Assistant Editor could take up any other duties as necessary to contribute to the overall success of the peer review process, the publication of the journal, or the ambition of EAIR to stimulate links between research, policy and practice.

Applicants for the position should have a broad interest in the areas covered by the journal: management, governance and organisation of higher education; teaching and learning in higher education; the academic profession and academic careers; higher education and the labour market; and institutional research in higher education. They should be highly motivated, be achievement-oriented, have excellent organizational, time-management and communication skills, be diplomatic, and have a good command of the English language. Experience with Editorial Manager or other workflow management systems is a plus.

Those wishing to seek further information are encouraged to contact the current Editor in Chief, Kurt De Wit.

Those wishing to apply do not have to fill out a formal application form; instead a brief letter of intent and a concise CV should be sent, by email, to Kurt De Wit ([kurt.dewit@kuleuven.be](mailto:kurt.dewit@kuleuven.be)). The letter of intent should contain a motivation and an explanation as to why the applicant would be suitable for the post.