



Job Description – Editorial Assistant

Summary: The Editorial Assistant coordinates the paper submission, reviewer process, and publication of accepted articles.

Reports to: Editor of Journal of Behavioral Data Science

Duties:

- Assistant authors in submitting articles to the journal.
- Coordinate the review process such as collecting reviewer information and reminding authors and reviewers at different stages.
- Coordinate the copyediting process.

Desired Qualifications:

- Background in data science or data analytics.
- Ability to listen and to communicate effectively in writing and in person.