

## **JIOA Editor Position Description**

**Reports to:** The Board of Directors at IOA

**Location:** Remote, global collaboration

**Time Commitment:** ~10–15 hours per month

**Appointment Type:** Part-time, service role

### **Role Purpose**

The Editor of the JIOA supports high-quality, ethical scholarly publishing by educating authors on writing and research practices, stewarding constructive peer review, advising on editorial policy and governance, and serving as a politically astute liaison between authors, reviewers, and the Editorial Board. The role combines Organizational Ombuds [OO] expertise with hands-on editorial oversight to strengthen content quality, accelerate issue readiness, and “boost” the journal’s profile through disciplined processes and proactive engagement.

### **Key Responsibilities**

#### **Author & Scholar Development**

Educate authors on the writing and research process (structure, argumentation, methodology, rigor, citation practices).

- Provide patient, constructive guidance to new and experienced authors; set expectations around revisions and timelines.
- Identify gaps, overlaps, and opportunities in submissions based on the current state of field literature.

## **Editorial Operations & Quality**

- Apply and uphold JIOA guidelines and practices across submissions, reviews, and decisions.
- Conduct and/or coordinate developmental and line editing to ensure clarity, coherence, and scholarly fit.
- Collaborate with reviewers to ensure feedback is specific, actionable, respectful, and aligned to journal standards.
- Collaborate with the Associate Editorial team to track manuscripts through the editorial workflow to maintain a timely turnaround and transparency.

## **Ombuds & Relationship Management**

- Serve as a neutral, confidential channel for concerns from authors, reviewers, and editors; model fair process.
- Manage sensitive communications and requests with political astuteness and discretion.
- Recommend process improvements that promote equity, transparency, and psychological safety.

## **Governance & Committees**

- Have an in-depth knowledge of the IOA Strategic Plan and how this applies to the function of the JIOA.
- Produce and implement a JIOA strategy to ensure compliance with IOA Policies, including but not limited to the DEIAB framework.
- Chair meetings effectively: agenda-setting, timekeeping across global time zones, clear minutes, follow-through.

## Literature & Field Awareness

- Monitor and synthesize developments in the field; signal emerging topics and needed content for calls for papers.
- Recommend reviewers and guest editors with relevant expertise; maintain and refresh reviewer pools.

## Tools, Workflow & “New Boost”

1. Use Google Workspace (Docs, Sheets, Drive, Meet), MS Suite proficiently.
  - Use Basecamp proficiently
  - Use virtual communication platforms proficiently, e.g., Zoom.
  - Support “new boost” activities—e.g., sharpening article titles/abstracts for discoverability, coordinating article highlights, and partnering with comms for announcements and author spotlights.

## Qualifications

### Required

- **Organiz(s)ational Ombuds experience: 4+ years**, with demonstrated neutrality, confidentiality, and conflict management.
- **Published author** with broad awareness of the publishing lifecycle (submission, peer review, revisions, production).

- **Familiarity with JIOA or comparable journal practices** (editorial policies, peer review standards, ethics).
- **Patience**, excellent communication, and skill in educating authors on writing and research processes.
- **Politically astute**; able to manage complex author/reviewer/editor dynamics with tact.
- **Follower of field literature**; able to recognize gaps, redundancies, and opportunities for future content.
- **Committee leadership** experience (managing/chairing committees, producing deliverables).
- **Global collaboration** capability (adaptable to global timing needs; reliable availability across time zones).
- Highly **organized**, deadline driven, and Google and Microsoft proficient (Docs, Sheets, Drive, Meet, MS Suite).

### **Preferred**

- Experience with editorial management systems, indexing and discovery tools.
- Knowledge of research integrity practices and data transparency standards.
- Background in analytics for workflow and managing editorial pipeline (e.g., acceptance timelines, engagement, etc.).

### **Success Measures (KPIs)**

- **Turnaround times**: desk decisions, reviewer assignment, review completion, and revision cycles within targets.
- **Author experience**: satisfaction scores; clarity and constructiveness of feedback; reduced escalations.

- **Quality & fit:** acceptance of high-quality manuscripts aligned to scope; reduced post-acceptance corrections.
- **Process reliability:** on-time committee outputs; accurate records; effective meeting cadence and follow-up.
- **Field impact:** strengthen article discoverability (titles/abstracts), increase engagement metrics, and well-curated calls for papers aligned with identified literature gaps.

### **Working Relationships**

- **Internal:** IOA Board, IOA Executive Director, JIOA Associate Editors and JIOA Reviewers
- **External:** Authors

### **Terms & Availability**

- **Time commitment:** ~10–15 hours/month, with flexibility for peak periods (e.g., calls, special issues).
- **Start date:** May 2026