Position Announcement: Reviews Section Editors, *Kairos*

Kairos: A Journal of Rhetoric, Technology, and Pedagogy is seeking applications for Reviews Section Editors.

We have immediate openings for two qualified candidates for the position of Reviews Section Editors at *Kairos*, a refereed online journal exploring the intersections of rhetoric, technology, and pedagogy (http://kairos.technorhetoric.net). Reviews is an editorially reviewed section that publishes critiques and reviews of books, media, software, games, museum exhibits, institutes, and other texts or webtexts of interest to scholars of rhetoric, technology, and pedagogy. Recently published webtexts have included reviews of texts on subjects such as online writing instruction, technology and community activism, disability and ableism, visual rhetoric, the internet of things, and 21st century literacies. This is a volunteer position that requires 3–5 hours a week on average, heavier during twice-yearly production cycles, with benefits to be paid in a stronger sense of community, pride, beverages of your choice, and a letter of recommendation/tenure letter for a job well done.

Duties
Successful candidates will work relatively independently (with training and guidance from the journal's senior editorial team) to produce reviews with authors for the spring and fall issues of *Kairos*. Duties include such tasks as:

- Soliciting submissions and guiding potential contributors with early development of both focus and design
- Mentoring contributors at developmental and revision stages of their webtexts
- Performing initial reviews of submissions
- Providing feedback to authors
- Drafting author correspondence
- Collaborating closely with a co-editor on a vision for the section
- Collaborating with the editors, managing editor, and other section editors
- Performing brief, collaborative Tier 1 peer reviews on a monthly-ish basis for webtexts submitted to other sections of the journal, which assists with cross-journal knowledge and creation of more cohesive issues
- Proofreading webtexts in your and other sections of the journal on a set schedule, twice a year, after assistant editors have copy- and design-edited them

Required Skills
- Familiarity with *Kairos*' mission and scholarly vision
- Working knowledge of scholarly fields related to digital writing studies

- Ability to correspond efficiently and accurately with authors and other editors in several digital environments (e.g. email, Slack, wiki)
- Attention to detail and keeping up with deadlines without prompting
- Ability to synthesize feedback from editors into actionable suggestions for revision for authors
- Functional knowledge/use of XHTML/CSS, web architecture, and FTP software
- Basic proofreading, APA-style copy-editing, and usability-testing skills

Preferred Skills
- Prior developmental or production-oriented editorial experience
- Ability to read/edit/write HTML5 and CSS without a WYSIWYG
- Troubleshooting Javascript functionality is a bonus

How To Apply
Applications will be accepted until the position is filled, with review of materials to start **May 1, 2020**. To be considered, please send the following materials to Kairos Editors Douglas Eyman and Cheryl Ball at s2ceball@gmail.com and eymand@gmail.com [Subject line: Reviews Editor application: Full Name]:

- An in-email letter of application that describes your qualifications for the position (2-3ish paragraphs, more or less).
- A C.V. that includes relevant qualifications (as an attached document or embedded link).
- The name, email address, and title/affiliation of a person willing to recommend you for the position.

Candidates who want to conduct research and/or teaching related to this position's responsibilities are welcome. Candidates from underrepresented backgrounds are especially encouraged to apply. *Kairos* is currently working on a statement of inclusivity in its editorial practices, and we strive to value difference in all aspects of our work.

Questions about the position can be sent to Cheryl and Doug at the above address. Please include the position title in the subject line for queries. The position will start immediately upon hire and includes Kairos training, as needed.