Position Announcement: Reviews Section Editors, *Kairos*

Kairos: A Journal of Rhetoric, Technology, and Pedagogy, a refereed online journal exploring the intersections of rhetoric, technology, and pedagogy (http://kairos.technorhetoric.net), is seeking applications for a Reviews Section Co-Editor to help produce the bi-annual journal. *Kairos* is the longest, continuously running scholarly multimedia journal in the world and has been providing open-access research to readers in over 180 countries since it first published in 1996. The journal was one of the first scholarly publications to use open peer review (from its beginning) and offers a mentoring and supportive environment for both its authors and staff, reflective of the feminist critical pedagogy on which the academic discipline of digital writing studies was founded. Read more about the journal and its staff on its website.

We have an immediate opening for one qualified candidate for the position of **Reviews Section Co-Editor**. 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.

Duties

Successful candidates will work collaboratively with their co-editor after a period of 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 tasks such as:

- Collaborating closely with a co-editor on a vision for the section
- Tracking and updating new publications for potential reviews
- Soliciting submissions
- Guiding potential contributors in their early development of both focus and design
- Performing initial reviews of queries and first-round submissions
- Communicating with the editors, managing editors, and other section editors to keep them informed of Reviews section texts and updates
- Performing brief, collaborative Tier 1 peer reviews on a monthly basis for webtexts submitted to other sections of the journal, which assists with cross-journal knowledge and creation of more cohesive issues
- Providing feedback to authors
- Drafting author correspondence

- Mentoring contributors at developmental and revision stages of their webtexts
- 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

Requirements

- Familiarity with *Kairos*' mission and scholarly vision
- Commitment to a two-year period as Reviews Co-Editor, thereafter with options for indefinite renewal and/or editorial advancement as the typical editorial path within *Kairos*.
- Working knowledge of scholarly fields related to digital writing studies
- Acknowledgement and adherence to an anti-racist publishing ethic, as outlined in our [Inclusivity Action Plan](#)
- Ability to correspond efficiently and accurately with authors and other editors in several digital environments (e.g. email, Slack, wiki, Zoom)
- Attention to detail and keeping up with deadlines without prompting
- Functional knowledge/use of XHTML/CSS, web architecture, and FTP software
- Basic proofreading, APA-style copy-editing, and usability-testing skills

Preferred Skills

- Ability to synthesize review feedback into actionable suggestions for author revisions [you will receive training on this, if needed]
- Prior developmental or production-oriented editorial experience
- Ability to read/edit/write HTML5 and CSS without a WYSIWYG
- Troubleshooting Javascript functionality is a bonus
- Current Kairos editorial staff will be given preference in the application process but that does not preclude us hiring someone who isn't yet on staff.

Benefits

This is a volunteer/unpaid position that requires an average of 3–5 hours per week. However, the benefits of working for *Kairos* are numerous and include scholarly/professional editing experience in a digital environment, working closely with scholars in the field (through contact with editors, authors, and publishers), creating a network of colleagues who meet at conferences, being the first to see the most up-to-date scholarship, and gratitude/recognition by your peers. In addition, *Kairos* staff members enjoy a vita line, a recommendation or tenure/promotion letter for their portfolios, professional development and job mentoring opportunities, and free beverages at some major conferences.

How To Apply

Applications will be accepted until the position is filled, with review of materials to start **October 1, 2022**. To be considered, please send the following materials to the Kairos senior editorial team at kairosrtp@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. [We do not want letters of rec up front!]

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* strives to value difference in all aspects of its editorial workflow and actively works to ensure the journal remains an anti-racist professional space.

Questions about the position can be sent to Cheryl Ball, Editor, 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.