



Frontiers: The Interdisciplinary Journal of Study Abroad

Frontiers: The Interdisciplinary Journal of Study Abroad is seeking efficient, detail-oriented graduate students to apply for the position of Editorial Assistant. The position provides administrative support to different processes of journal management and development, primarily but not exclusively desk review of manuscripts and publication production as well as digital media marketing, editorial service development, and support with external collaborations.

Under the supervision of the Managing Editor, the Editorial Assistant will be responsible for the following duties:

1. Desk-review and anonymize manuscripts in alignment with the scope and sequence of the journal,
2. Select, recruit, and assign peer reviewers, where a selection from beyond the journal's internal pool of reviewers is necessary,
3. Manage the peer review process, including by monitoring the pace and quality of the process,
4. Format, copyedit, and proof accepted manuscripts, including by ensuring alignment with APA Style guidelines and compliance with standards of publication integrity and transparency,
5. Maintain clear and positive communication with an internationally diverse base of authors, reviewers, and internal and external stakeholders throughout the publication process,
6. Create original and engaging digital content in the form of creative materials (written, visual, and/or audiovisual) to promote the journal on and beyond social media,
7. Plan, deliver and report on social media campaigns, primarily through LinkedIn,
8. Contribute to website updates, management, and development, in close collaboration with the Managing Editor,
9. Contribute to the planning, promotion, and organization of events to extend the journal's reach and impact; and
10. Other process and administrative activities as assigned.

To be successful in this position, applicants should demonstrate meeting the following essential criteria:

Qualifications

1. A bachelor's degree in education (including science education), international affairs, liberal arts, or a related field,
2. Current enrollment in a full-time graduate program in the field of education, e.g., international education, higher education, science education, or a related field.

Knowledge

3. Strong familiarity with research in the field of international education, preferably with a focus on education abroad and/or international student mobility,
4. Critical familiarity with some of the latest trends in international research perspectives and practices,
5. Some knowledge of the academic publishing process and industry,

Experience

6. Current and/or prior work experience transferable to some (ideally all) of the role duties outlined above, specifically academic publishing, editing, website management, social media and digital marketing, tele-collaboration, advanced IT proficiency, and/or work in diverse environments,

Skills

7. Excellent teamwork and leadership in academic, research, publication and/or media settings,
8. Strong planning and time management,
9. Intellectual and technical curiosity,
10. Fast independent learning; and
11. Excellent attention to detail.

Applicants additionally meeting any number of the following desirable criteria are particularly encouraged to apply:

- a. Current enrollment in doctoral programs
- b. Scholarly, professional, and personal accomplishment in areas closely relevant to education abroad, e.g., peer-reviewed publications in the field, work in an international education office or an experiential learning center, prior study abroad experience, etc.

- c. Prior good experience of using Open Journal Systems (OJS) or equivalent publishing systems.
- d. Possession of excellent quantitative research skills.

The Editorial Assistant will be paid as an independent contractor on an hourly basis, for 5-10 hours a week. The hourly rate is 25.00 USD.

Should the successful applicant demonstrate meeting the essential and desirable criteria, the hiring committee, at its own discretion, may consider appointing them at the executive level, with the potential for an enhanced hourly rate. Applicants who wish to be considered for the executive level should indicate that in their cover letter.

Frontiers is a fully distributed team. Regularly scheduled meetings will be required, but most hours are flexible.

Applicants should have their own PC/laptop and have reliable access to good internet connection.

To Apply:

Interested applicants should send a resume (max. 3 pages) and a 500-word cover letter outlining how they meet the essential (and desirable) criteria as well as their interest in the position. The application should be addressed to the Managing Editor, Dr. Amelia J. Dietrich, and submitted via email to frontiersjournal@forumea.org with the subject line “Editorial Assistant_[LAST NAME].”

Suitable applicants will be invited for an online interview, after which a hiring decision will be made.

Applications will be considered on a rolling basis beginning June 5th, 2026. *Frontiers* reserves the right to close this call before the noted date if a large number of applications is received or if a suitable candidate is selected.