



AMATYC Seeks an Editor and Production Manager for a new journal

AMATYC will be launching a new journal in the spring of 2009. The name of this journal is not yet determined but the focus of the journal will be on educational issues and applications pertinent to two-year college mathematics. Tentative plans are for this journal to be published three to four times per year. To successfully launch this new journal AMATYC seeks an editor and production manager.

The editor will be responsible for all phases of publication of the journal including the solicitation of articles and the editorial process. The editor will work with an editorial panel that will help select, edit and develop articles for each issue. The production manager for the journal is responsible for developing the layout of each journal. The production manager will also review all articles, reports and features of each publication and arrange for the typesetting and physical production of the final product. Qualifications for either position are detailed below.

Qualifications (for both positions)

- Proficient in emailing, word processing, and faxing.
- Competent in proofreading, writing, and grammar.
- Publishing and reviewing experience.
- Understand editing procedures.
- Willing to explore new ideas to enhance member satisfaction.
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product within AMATYC policies.
- Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal.
- Able to facilitate the on-time publication of 3 or 4 issues per year.
- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt.
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members.
- Exhibit a team spirit and a commitment to cooperation and collaboration.
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination, interpersonal skills, objectivity, the ability to remain calm under pressure.
- Helpful, but not required: An understanding of typesetting and/or knowledge of a typesetting program like Adobe InDesign.

Compensation

While the AMATYC board is still working out the details of compensation for these two positions, it is a sure bet that some of the intangible compensation includes intellectual stimulation, satisfaction, professional development and the satisfaction of serving your profession. It is anticipated that the tangible compensation will include some support for attendance at the AMATYC national conference.

Term of Office

Duties will begin immediately upon appointment, and continue through the end of the 2013 conference.

To be considered for either the editor of the journal or the production manager, the following materials should be sent electronically to Rikki Blair at richelle.blair@sbcglobal.net:

- A cover letter expressing interest in the position and citing relevant experience for this position
- A vita
- A letter or email of support from your supervisor

Review of materials will begin on **March 1, 2008**, and the position will remain open until filled.

If you have any questions about either position, please direct these to Pete Wildman at pwildman@caspercollege.edu.