

Job Position: Office Assistant

Length of Term: 3 year (with 2 more for extension)

- First year probation (training and shadowing)
- Second full year in charge
- Third year training a new person.

Job Volume and deadlines

- Work comes in waves: low and high loads to be expected.
- There may be ongoing projects.
- Deadlines – usually non-pressing, but general time frames will be given.
- Workload: about 2 hours per week, or 6-8 per month.
- Need to be able to work independently.
- Need to check in “the office” on Tuesdays and Fridays for emails.
- Possibly a couple of in-person meetings per year.

Job Training

- You will work mostly with Editor-in-Chief; possibly others in the office.
- There may be ongoing training with others, such as Assistant Editor.

Confidentiality Clause

- All materials are strictly classified.
- Please do not share with anyone else outside of the office, either during your service, or after you have stepped down.

Responsibilities

You will be in charge of running these operations:

1. Sorting reviewers' evaluations (Reviewer Log Sheets) (CONFIDENTIAL)
 - From spreadsheets, you will create:
 - Reviewer Lists on the excel sheet: for each issue, you will list reviewers, and write their evaluations next to their name
2. Expanding the base for our e-mail and listserv outreach
 - NY State Graduate programs in TESOL/AL/Bilingual and Special Ed; K-12 and Higher Ed/Teacher ED
 - USA list
 - Key world universities lists
3. Recruiting new office assistants

Contract: My signature indicates that I have read it and that I have agreed to it.

Date: _____ Signed: _____ Print Name: _____