



Job advertisement

1 student research assistant / editorial manager (WHF)

As soon as possible, the editorial team of the international journal “Global Social Policy” (Sage) is looking for a research assistant (WHF) (with or without MA degree), to act as editorial manager for the journal. Working hours are up to 19h/week; initially for the period of one year (prospectively longer). You will be part of the research group “German and Transnational Social Policy”, Prof. Dr. Alexandra Kaasch, Faculty of Sociology.

Requirements:

- BA in a social policy related field (e.g. political science, sociology, law, history, human geography)
- English native speaker
- Excellent language and editing skills
- At least basic knowledge of and great interest in the broad field of global social policy and governance
- Excellent organisational skills
- Very good and respectful communication skills in international research contexts

Your tasks:

- Coordination of editorial meetings
- Managing general inquiries and communications
- Managing the submissions process including liaising with authors, reviewers, editors and the Sage production team
- Proofreading and editing of sections of the journal before publication
- Keeping abreast of long and short term timelines so that the thrice yearly journal is produced on time
- Promotion of the journal including Twitter and social media
- General administration tasks

For further details please contact Prof. Dr. Alexandra Kaasch, alexandra.kaasch@uni-bielefeld.de.

Excluded from application are applicants who have already concluded a service contract for the a/m period.

Please send your application (CV, certificates) in one single pdf document until **15.10.2023** to sekretariat.kaasch@uni-bielefeld.de