



Students of the International Positive Psychology Association

Associate Editor, Newsletter Job Description

Overview: The Associate Editor is responsible for managing several aspects of the publication.

Among other functions, the AE is responsible for the following:

Managing author correspondence. The AE ensures that prospective contributors to the publication are aware of the deadlines and guidelines for submission. This includes providing examples of previous publication submissions upon request and assisting with questions. The AE is also responsible for managing author submissions and deadlines.

Managing the author submission and review process. The AE reviews author submissions and works with the Editor-in-Chief to provide guidance and direction.

Copy-editing and managing publication formatting. The AE is responsible for organizing, copy-editing and putting together the content for online publication in an MS Word document. This includes gathering contributors' bios and pictures, and creating a table of contents.

Coordinating interviews and book reviews. Another responsibility of the AE is conducting or assigning interviews and book reviews for the publication. This entails brainstorming and contacting prospective contributions, as well as developing necessary protocols.

Attend regular meetings. The AE attends regular meetings with the Editor-in-Chief to discuss the strategy of the publication, ideas for improvement, technology, and other innovations.

Additional duties may be assigned as required.

Qualifications

1. Studying positive psychology
2. Exceptional writing skills for academic audiences.
3. Strong APA writing style

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