

POSITION ANNOUNCEMENTS

Kairos: A Journal of Rhetoric, Technology, and Pedagogy

(<http://kairos.technorhetoric.net>), a peer-reviewed online journal in digital writing studies, has two position announcements for the Praxis section:

- PraxisWiki Editor
- PraxisWiki Assistant Editor(s) [1-2]

PraxisWiki (http://endora.wide.msu.edu/praxis/index.php/Main_Page) is a wiki-based repository of information and ideas for scholar-teachers at the intersections of rhetoric and technology. It invites short and long pieces that describe uses of technologies in the classroom, outline sample syllabi and assignment rationales, define important concepts or major figures and their works, and discuss preliminary SoTL research projects. For background and history of the PraxisWiki section, see

<http://kairos.technorhetoric.net/11.1/binder.html?praxis/index.htm>

Please see below for more information on both positions.

Duties

All Kairos staff members participate in whole-journal responsibilities including proofreading of issues before publication and professional representation of the journal at conferences and in online environments. In addition, each position has the following unique responsibilities:

1. **PraxisWiki Editor:** The successful candidate will have oversight of the PraxisWiki section of the journal while working collaboratively with the Praxis section Co-Editors and Kairos Editors to recruit, evaluate, mentor, copy-edit, publish, and track changes to wiki articles for PraxisWiki. The Wiki Editor will be responsible for all communication and feedback, in a timely manner, to/from authors as they submit, revise, upload, and edit their wiki articles. The direction of the Wiki is under the guidance of the Wiki Editor, who reports to the senior staff, Douglas Eyman and Cheryl Ball.
2. **PraxisWiki Assistant Editor(s):** The successful candidate(s) will work under the guidance of the Wiki Editor to support the work of the Wiki Editor and the wiki and to complete additional project-based work as needed.

Skills

All candidates to the PraxisWiki Editor and Assistant Editor positions should have the following skills:

- Working knowledge of MediaWiki, or similar wiki platform
- Knowledge of scholarly, pedagogical fields related to digital writing studies
- Ability to correspond efficiently, accurately, and quickly with other editors in several digital environments
- Willingness and ability to learn editing techniques and new technologies to accomplish editorial tasks
- An interest in innovation and taking initiative
- Commitment to the time necessary for the job (see below)

In addition to the above, candidates for the position of **PraxisWiki Editor** should have the following skills:

- Prior editorial experience with a (digital or analog) scholarly journal or peer-review systems preferred.
- Proven track record of quick, efficient, and professional online communication practices
- Acute organizational skills and an attention to detail
- Leadership ability to mentor assistant editors professionally as well as manage and delegate multiple tasks simultaneously
- Ability to create and foster online communities with staff and authors
- Ability to work flexibly and quickly within overlapping publication timelines

Time Commitment

Kairos publishes two regular issues a year (August 15 and January 15); sometimes we have a third, special issue in the summer (May 15). Our heaviest production months are June/July, November/December, and March/April, with the workload varying from week to week. The Wiki Editor will spend an average of 5 hours a week on Kairos, with Assistant Editors spending 2-3 hours per week. During production months, expect that workload to increase.

Length of Positions

The Wiki Editor's position is stable with subject to annual feedback from the senior editorial staff, and the Assistant Editor positions are for two years, with possible renewal, to allow for a rotation of new colleagues who can benefit from editorial professional development.

Benefits

These positions are volunteer/unpaid. However, the benefits of working for Kairos are numerous and include scholarly/professional editing experience in a digital environment, working closely with scholars in the field (through contact with editors and authors), creating a network of friends and colleagues who meet at conferences, being the first to see the most up-to-date scholarship, and gratitude/recognition by your peers. In addition, Kairos staff members enjoy a vita line and recommendation letter for their portfolios.

To Apply

Queries for either position are welcome. To apply, please email the Kairos Editors Douglas Eyman and Cheryl Ball at alleds@technorhetoric.net, indicating clearly in the subject line which position you are applying for. Include a cover letter (inline is preferred) that describes your qualifications for the PraxisWiki (URLs or attached documents are acceptable) and a brief CV. A letter of recommendation from someone who can speak to your qualifications is also required. This may be sent directly by the recommender, via email, with your name clearly in the subject line. We will acknowledge all applications by email. Applications due: August 15, 2010. An online interview process will follow for qualified candidates. These positions start September 15, 2010.