

Editorial Assistants

The Editorial Assistants are responsible for managing sub-sections of the journal of the Science Teachers' Association of Queensland (STAQ).

Responsible To

The Editorial Assistants report to the Editor of STAQ and the members of STAQ.

Responsibilities and Duties

The Editorial Assistants should:

- Take responsibility for soliciting submissions in a particular subsection of the journal.
- Ensure that the content of their assigned subsections is of interest to members.
- Work with the Editor and other Editorial Assistants to ensure a high quality and timely review process.

Knowledge and Skills Required

Ideally an Editorial Assistant is someone who:

- Can communicate effectively
- Is passionate about STAQ and dedicated to improving STAQ practices and member engagement

Estimated Time Commitment Required

The estimated time commitment required as an Editorial Assistant of STAQ is 0.5 hour per week averaged across the year.

The Editorial Assistants are appointed for 12 month periods.

Duty Statement

Association Duties

1. To seek and collate submissions for subsections of the journal.
2. To read and review subsections of the journal prior to publishing.
3. Together with STAQ staff and/or the Editor, to perform initial evaluation of submissions for the assigned subsections to ensure that they are properly within the scope of the journal.

Subsections of the journal:

1. Member profile
2. Sharing Practice
3. Science Education in the News
4. An Experimental Idea
5. Science in History
6. Science in Art
7. Science Quiz