**Applications are invited for the post of Editorial Assistant for *Immigrants & Minorities***

***Immigrants & Minorities***  has an opening for an Editorial Assistant. The post is for an initial term of three years, starting in March 2025.

Please submit applications by 7 February 2025.

**About the Journal**

*Immigrants & Minorities,* founded in 1981, provides a major outlet for research into the history of immigration and related studies. It seeks to deal with the complex themes involved in the construction of ’race’ and with the broad sweep of ethnic and minority relations within a historical setting. Its coverage is international and recent issues have dealt with studies on the USA, Australia, the Middle East and the UK. The journal also supports an extensive review section.Please visit [http://www.tandfonline.com/fimm](http://www.tandfonline.com/fimm%20) for additional information about the Journal and Publisher.

**Job Description - Editorial Assistant position**

We are seeking an Editorial Assistant to join the current Editorial team, working with the Editor-in-Chief Professor Matthew Stibbe. The Editorial Assistant will work collaboratively with the EiC, the Book Review Editor and the Publisher, Routledge, to coordinate the publication process; overseeing editorial aspects from submission to final publication.

Operationally, the Editorial Assistant will be responsible for liaising between the EiC, the Book Review Editor, authors, and the Routledge Peer-Review and Production teams on manuscript submissions to ensure smooth and timely publication.

Tasks and responsibilities of the Editorial Assistant may include, but are not limited to the following:

* Serves as the focal point of communication and operations, connecting all Immigrants and Minorities stakeholders in order to support the manuscript review process.
* Frequently communicates with editors, editorial board members, reviewers, authors and members of the Publisher’s editorial, production and peer review teams.
* Work closely with the Editor in Chief and Book Review Editor to ensure the efficient and effective handling of manuscripts through to publication via ScholarOne.
* Assist authors and reviewers with any low level technical problems with ScholarOne, and to liaise with technical team at Routledge, Taylor & Francis in case of major problems
* Communicate feedback from reviewers and editors to authors with a developmental spirit and tact.
* Escalate questions or issues to editors as needed; examples include ethics questions or overdue reviews
* Raise or escalate ethics questions, in line with [Taylor and Francis publishing ethics and research integrity policies](https://taylorandfrancis.com/about/corporate-responsibility/publishing-ethics-and-research-integrity/); [ethics for authors](https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/ethics-for-journal-authors/); editorial ethics and [code of conduct.](https://editorresources.taylorandfrancis.com/welcome-to-tf/policies-guidelines/editor-code-of-conduct/)
* Carry out an initial checklist on every new and revised manuscript submitted to Immigrants & Minorities. There checks will verify things including: anonymity; reference style; special issue information (if applicable); article details; point-by-point response to reviewer comments.
* Assign manuscripts to the Editor in Chief for peer review or Book Review Editor (as applicable)
* Provide submission and peer review support, assisting the Editor, as well as authors and reviewers, throughout the submission and peer review process.
* Check accepted papers and export them to Production.
* Operate the journal’s Bluesky account, using it to promote new issues and other news as and when appropriate

**Candidate Specification**

Applicants must have strong organizational and communication skills, an ability and willingness to work collaboratively on editorial tasks and a commitment to the mission of ***Immigrants & Minorities***. The successful candidate is likely to be a postgraduate/post doc, wanting to gain editorial experience in scholarly publications. They will feel comfortable dealing with multiple tasks, liaising with different stakeholders and responding to varied queries within the context of manuscript processing.

The successful candidate will begin working with Routledge, Taylor & Francis, and the EiC to shape a workflow and agree the full range of responsibilities of the role before fully taking on the role in March 2025. There will be a three-month probationary period from March 2025 after which the initial term will run to February 2028 with the option to extend beyond this by mutual agreement.

Routledge, Taylor & Francis will provide an annual contribution to expenses incurred by the Editorial Assistant.

**Application Procedure**

Applicants are requested to submit a two-page C.V. along with a covering letter detailing their suitability for the role by the closing date of Friday 7 February 2025 Applicants called for online interview will be contacted by 14 February 2025 and a final decision taken by 24 February 2025.

**To submit your application, please E-Mail your documents to Matthew Stibbe (****m.stibbe@shu.ac.uk****), under the subject line of “*Immigrants & Minorities* Editorial Assistant”.**

All applications will be treated as strictly confidential. Routledge, Taylor & Francis, and the Editorial Team will judge each on its merits without regard to the race, religion, nationality, or sex of the candidate.