

## Call for Applications | CENTRO Journal Associate Editor



### About the Role

CENTRO journal seeks an Associate Editor to work with current Editor Xavier Totti, and the editorial board, toward the expansion and growth of the journal's current scope and digital presence.

### About the Journal

CENTRO journal is the leading peer-reviewed academic journal dedicated entirely to the field of Puerto Rican Studies. The journal—published continuously since 1987— features the latest work from scholars in a wide range of academic traditions in the field of Puerto Rican Studies. It is published three times a year with articles in both English and Spanish.

### Responsibilities

- Working on the creation of a new website and digital platform for the journal, in collaboration with the Editor-in-Chief, editorial interns, and the technology team at CENTRO.
- Working to increase the journal's social media presence in collaboration with the Editor-in-Chief, editorial interns, and CENTRO communications team.
- Curating special projects in collaboration with the editor-in-chief and editorial board
- Coordinating special issues with guest editors and the Editor-in-Chief.
- Communicating with authors and potential authors regarding submissions
- Working directly with Editor-in-Chief on the revision of submissions, organization of peer-review process, and revision, rejection, or acceptance of submitted manuscripts.
- Coordinating with Editor in Chief and Editorial interns on cover design, copyediting and proofreading manuscripts, and formatting submissions for both print and web.

## Qualifications

- PhD and a strong record of scholarship in the field of Puerto Rican Studies.
- Broad knowledge and experience with scholarly journal publishing.
- Evidence of understanding the mission of the journal and its operation.
- Interest and experience in digital publishing and/or digital humanities.
- Openness to different disciplinary methods, theories, and approaches.
- Evidence of organizational skill and intellectual leadership
- Evidence of commitment to issues of diversity, equity, and inclusion.
- Proficiency in both English and Spanish.

## Compensation

The ideal candidate would be able to secure institutional support for this role. In addition, CENTRO is able to offer negotiated compensation to help fund release time (preferably but not exclusively within the CUNY system)

## To Apply

Interested candidates should submit their materials via: <https://tinyurl.com/CENTROEDITOR>

The application should include the following:

- Current CV
- A statement of interest detailing the following:
  - Professional expertise and areas of interest
  - Previous experience as editor, guest editor, member of an editorial board, or other related publishing experience.
  - Experience in Digital Humanities or related fields.
  - Description of how candidate will build editorial duties (approximately 8-10 hours per week) into his/her current role and responsibilities
  - An indication of the level and type of support to be expected from the editor's home institution. (The ideal candidate would have some institutional support, although CENTRO is also able to help fund release time.)