

Requirement: Assistant Editor

Summary:

[i wonder...](#) is a science magazine for practicing middle school science teachers. We are looking for an assistant editor with a strong interest in science communication; the ability to create educational content in multiple formats; and strong communication, organizational, and multitasking skills.

Commitment: Full-time

Responsibilities:

- **Assist in the preparation of issues:**
 - a. Contact authors and/or reviewers when necessary
 - b. Seek and create content for snippets and posters
 - c. Choose supporting material, like images and illustrations
 - d. Assist in fact-checking for accuracy
 - e. Proofread articles before print
 - f. Upload issues and articles on the website and repository
 - g. Compose text to introduce a new issue to the university and foundation
 - h. Share new issues with authors and reviewers
 - i. Request and collate feedback for new issues
 - j. Collate details for transfer of honorariums and requests for hard copies
 - k. Check and respond to emails sent to the editor's email account
 - l. Check translation status of articles and issues
 - m. Link English entries in the repository with Hindi and Kannada translations
- **Strengthen social media presence:** Plan and create text and audio-visual content for our FB account; the university's and foundations' FB, Twitter, LinkedIn, and Instagram accounts; and our Telegram channel. Work with our A/V team to post videos on our YouTube channel.
 - a. Text posts focussed on:
 - Highlighting the relevance of articles, posters, activity sheets, and booklets to science educators
 - Inviting engagement by teachers as readers and authors
 - b. Brief (2-5 minute) video posts centered around:
 - Highlighting key pedagogical insights in webinars and their relevance to science educators
 - Introducing new issues, sections, authors, and their articles
- **Coordinate monthly webinars and podcasts:**
 - a. Webinars:
 - Help identify themes through discussion with editors
 - Invite speakers and moderators
 - Coordinate mocks and webinars
 - Create and share text and images for publicity (social media and Knowledge Resource Centre)
 - Review and publicize creatives
 - Create and publicize pre-webinar quizzes, presentation decks, etc.
 - Coordinate and contribute to efforts in preparing transcripts of webinars and translating these into Hindi/Kannada
 - b. Podcasts: Explore the potential for and facilitate their creation.
- **Anchor meetings and discussions:**
 - a. Invite participants and coordinate arrangements
 - b. Help editors decide and share agenda
 - c. Help create presentation decks
 - d. Present our work when required to the foundation and field teachers

Qualifications:

- **Minimum Educational Qualifications:**
 - a. Bachelors/Masters in Science
 - b. Diploma/Masters in Education (preferred but not necessary)
 - c. Experience in School Education (preferred but not necessary)

- **Language:**
 - a. Proficiency in written and spoken English.
 - b. Proficiency in Hindi and/or Kannada would be an advantage

- **Other Requirements:**
 - a. Strong communication, interpersonal, and organizational skills
 - b. Interest in school science education
 - c. Demonstrated skill with Canva and/or other video-creating/editing platforms
 - d. Demonstrated skill in creating content for social media (FB, Twitter, Instagram, and LinkedIn)
 - e. Attention to detail

To apply:

Please share a brief biodata and a brief (~ 500 words) statement of interest (why is this position of interest to you, what skills and experiences can you bring to it) with us at iwonder@apu.edu.in, preferably by **30th Dec 2022**. Please use the subject line ‘Application for Assistant Editor, iwonder...’