

## **Journal Editors Discussion Interface (JEDI) Community Manager**

### **Job Description**

**November 2022**

The "[Journal Editors' Discussion Interface](#)" (JEDI) combines features of an online forum and a traditional email listserv, encouraging and facilitating communication and learning among a broad range of editors of social science journals. While encompassing a wide range of editorial interests and issues, JEDI's core focus is on the aspects of the editorial process that concern data and code and their management, citation, and accessibility; additional aspects of research transparency; and reproducibility, replication, and verification. The goal is to augment the readiness of the publishing community across academic disciplines to generate and adopt consensual best practices for capitalizing on developments in the socio-technical infrastructure supporting open science. Since its inception in 2021, JEDI has grown into a vibrant online community with almost 500 members.

**Consultant Position:** The JEDI Community Manager has the opportunity to work as part of a dynamic team of researchers and technologists at several of the world's leading data repositories while playing an active role in contributing to the promulgation and adoption of open science practices in research.

**Employment Period:** February 2023-August 2024 (with possibility for extension).

**Hours:** 20 hours/week consultancy

**Remuneration:** Hourly rate between \$35 and \$40, commensurate with experience

**Location:** Remote

**Description:** The JEDI Community Manager will assist the project PI, co-PIs, and software developer with community logistics, outreach, engagement, documentation, and governance.

### **Key responsibilities**

- Develop and maintain the project's road map, with milestones and key activities required for the successful execution of the project
- Work closely with developers, stakeholders, and community members to assist with documenting user stories, technical specifications, and user guides
- Contribute to the development of listserv policies and rules, and to the design of the user interface
- Lead outreach efforts to promote JEDI and to recruit a broad, diverse, and inclusive participant base; onboard new community members and contributors
- Contribute to envisioning, organizing, preparing materials for, conducting, evaluating, and preparing reports from activities (e.g., focus groups) aimed at gaining input on the development of the JEDI platform

- Assist with and coordinate the moderation of listserv discussion, engaging with contributors or those interested in contributing and answering questions
- Assist in organizing workshops and webinars for the community, and in organizing and managing small working groups addressing specific goals and tasks
- Contribute to the clear articulation and achievement of JEDI's mission, including contributing to grant writing

### **Qualifications**

- Required
  - Undergraduate degree in a social science or a related field
  - Interest in promoting, and knowledge of, open science
  - Experience building, managing, and working with online communities
  - Excellent interpersonal skills and empathy, valuing diversity
  - Excellent written and verbal communication skills
  - Experience working as part of a small team
  - Experience juggling multiple complex tasks simultaneously
- Desired
  - Postgraduate degree in a social science (candidate or completed)
  - Familiarity with academic publishing

We would welcome interest from candidates who can contribute to the diversity of our team and reflect the diversity of the research communities with which we interact and whom we serve.

**Application Procedure:** We will begin to review applications in mid-December 2022, and plan to have interviews in late December. Please email a cover letter, resume, and contact information for three professional references to Professor Colin Elman, Center for Qualitative and Multi-Method Inquiry, Syracuse University (celman@syr.edu).