

The Nordic Institute of Asian Studies' journal

ASIA IN FOCUS

is looking for a
new volunteer student assistant

Are you interested in scientific writing and academic publishing?

Asia in Focus needs a student assistant from August 2017 to support the editorial team.

About us:

Asia in Focus is published by a young, motivated and international team of editors from a variety of backgrounds, all with an interest in Asia. We all work on a voluntary basis, and that means we are in this because we care about it. You will be part of the team as a volunteer, participating in all meetings, supporting the entire work cycle of the bi-annual publication. You will work closely together with the managing editor.

About You:

A structured person with an eye for detail, who can keep a grand overview of the process and status of each issue, and reliably solve administrative tasks, including:

- Email communication with editors and authors
- Webpage management (familiarity with WordPress required)
- Support with final layout (familiarity with InDesign required)
- Take and distribute minutes from editorial meetings
- Assist with funding applications
- Maintain and update the catalogue of internal and external reviewers in Excel

How to apply:

Send a motivated email and your CV to asiainfocus@nias.ku.dk or visit our webpage www.asiainfocus.dk.

Deadline for application: 15 June 2017

We look forward to hearing from you.



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