**ISLE: Interdisciplinary Studies in Literature and Environment**

**Assistant Editor - Poetry**

**Position Announcement**

**Application Deadline: May 5, 2020**

*ISLE: Interdisciplinary Studies in Literature and Environment* is the quarterly journal of the Association for the Study of Literature and Environment published by Oxford University Press.

*ISLE* invites applications for the new position of Assistant Editor - Poetry.

**Duties:** Work with the Co-Editors, Managing Editor and Publisher to oversee the journal’s poetry submissions from submission and review to publication. Five-year term (2020-2025). If attending the ASLE biennial conference, participate in editorial team meeting held during that week. The next conference takes place July 6-9, 2021 in Portland, Oregon.

The Assistant Editor - Poetry is the journal’s primary point of contact for poets and reviewers of poetry. The Assistant Editor - Poetry will assign reviewers and ensure timely reviews.

In addition to a broad knowledge of creative writing with an emphasis on poetry engaging ecocriticism and the environmental humanities, the position requires strong organizational skills and the ability to respond promptly and diplomatically to emails from poets from around the planet.

Primary responsibilities include the following:

- Reviewing new submissions to ensure that all creative work is suitable for the journal and sufficiently blinded for peer review;
- Assisting with the peer review process, including assigning peer reviewers for new submissions within the month received;
- Responding to correspondence with reviewers;
- Tracking manuscripts’ progress in ScholarOne;
- Providing the editors and associate editors with feedback and recommendations on specific manuscripts based upon reviewer reports;
- Assisting poets in resubmitting revised versions of their work in a timely manner and coordinating second rounds of peer review as deemed necessary by the editorial team;
- Collecting and organizing poet’s bios and providing them, along with proofread manuscripts, to the editor in advance of each issue;
- Responding in a timely manner to all inquiries from poets, reviewers, and the editorial team.

Estimated workload: 10 hours per week.
Note: the rate of submissions varies and thus the inclusion rate in the journal varies.

**Qualifications**: Applicants must have an MFA in Creative Writing or equivalent. Demonstrated understanding of various types and forms of poetry and editorial experience are essential. Applicants should demonstrate a commitment to working actively to ensure and enhance diversity, both in terms of topics engaged and demographics of poets (including race, geographic range, class, gender, sexual orientation, and disability) and to soliciting submissions to ensure this range. We seek applicants with an exceptional sense of professional responsibility to ISLE and to ASLE and excellent administrative and organizational skills, including the ability to communicate effectively and professionally and to respond flexibly to various circumstances. Facility with Excel and web-based processing programs is desired. (ScholarOne will be used and training will be provided.)

**Please note**: This is an unpaid position. All editors are listed on the masthead of the website.

**To apply**: In a single PDF file, labeled ISLE_last name, please submit a cover letter, indicating your interest in the environmental humanities, *ISLE* and ASLE and detailing how you satisfy the qualifications for the position; a curriculum vitae; and the names and email addresses for two references by May 5, 2020, to the editors: Professor Christina Gerhardt, crgerhardt@gmail.com and Professor Jennifer Westerman, westermanjh@appstate.edu.

**Inquiries**: Please email both editors at the following addresses:

Professor Christina Gerhardt, crgerhardt@gmail.com

Professor Jennifer Westerman, westermanjh@appstate.edu