**Journal of Mason Graduate Research (JMGR) Job Descriptions (February 2015)**

**Editor-in-Chief**

**Chief Executive Officer and Official Representative of the Journal of Mason Graduate Research (JMGR)**

* Chief Official Liaison and Representative of the JMGR at George Mason University (Mason)
* Provides leadership, collaboration and accountability to the JMGR Executive Committee, that includes the Editor-in-Chief, Managing Editor, Chief Financial Editor, Web Director, and the Editorial Board Secretary for the publication of the JMGR
* Collaborates and communicates regularly with the Primary Faculty Advisor (PFA) of the JMGR Student Organization (RSO)
* Coordinates and maintains regular communications with the Managing Editor for the publication and promotion processes of the JMGR in collaboration with the JMGR Editorial Board
* Provides inspiration and support for an overall positive approach and work environment for the JMGR editors and staff, and assists the Managing Editor with resolution of conflict as needed
* Coordinates and works in partnership with the JMGR Editorial Board to set and uphold JMGR journalistic standards, policies, goals, and vision and mission statements
* Collaborates with the Managing Editor (and the Editorial Board as needed) on content and coverage of all JMGR sections, contributes constructive and helpful feedback to editors and staff, makes final edits as needed, proofreads PDFs before they are uploaded to the Open Journal System (OJS), and approves all correction notices that run in the JMGR
* Collaborates and works with the Managing Editor to provide final review and approval of all official JMGR publications and correspondence (electronic or print), as well as the JMGR business plan, marketing materials, final job descriptions, work flows, and correspondence with university departments, external partners, vendors, etc.
* Actively participates in JMGR meetings and events as defined by the JMGR RSO Constitution
* Collaborates with the JMGR Managing Editor and the Editorial Board Secretary to schedule and coordinate JMGR Editorial Board meetings, including agendas
* Coordinates and collaborates with the JMGR Managing Editor and the Chief Financial Officer to develop and implement the JMGR annual budget, and to obtain prior approval of the JMGR PFA for all funding requests and expenditures
* Collaborates and works with the Editorial Board to coordinate and oversee all editorial and staff recruitments, additions, changes, revisions and job description updates in collaboration with the Editorial Board
* Writes editorials as needed