

September 15, 2023

## Job Announcement

### Graduate Assistantship - Editorial Assistant Latin American Research Review

---

University of Florida, Main Campus

The Center for Latin American studies seeks an editorial assistant to support Dr. Carmen Martinez Novo, Editor in Chief of the Latin American Research Review. We are looking for an advanced PhD student in the Social Sciences or Humanities with an outstanding academic record, an expertise/interest in Latin America, excellent writing, and organizational skills, willing to learn the technical aspects of editorial and publication processes, and fluent in English and Spanish. Fluency or reading ability in Portuguese would enhance their application. PhD students registered in the graduate certificate in Latin American studies at the Center for Latin American Studies at UF are particularly encouraged to apply.

The editorial assistant duties and responsibilities include but are not limited to: assisting the Editor in Chief of the Latin American Research Review (LARR) with journal matters, such as managing submissions; being a liaison with authors, associate editors, and reviewers; and helping draft correspondence, managing processes in the online publishing system, and attending meetings of the editorial team.

The selected applicant will acquire valuable editorial and publishing experience by working in the top journal in the field of Latin American Studies and with Cambridge University Press.

The *Latin American Research Review* (LARR) publishes original research and review essays on Latin America, the Caribbean, and Latina/Latino studies. LARR covers the social sciences and the humanities, including the fields of anthropology, economics, geography, history, literature and cultural studies, political science, and sociology. The journal reviews and publishes papers in English, Spanish, and Portuguese. LARR, the academic journal of the Latin American Studies Association, has been in continuous publication since 1965. With over 13,000 members, LASA is the one association that brings together experts on Latin America from all disciplines and diverse occupational endeavors, across the globe.

<https://www.cambridge.org/core/journals/latin-american-research-review>

The editorial assistant position is a 0.50 FTE (20 hours a week), with a salary of \$22,753.85 - \$25,000.00, 9-credit tuition waiver for fall and spring semesters, and 6-credit tuition waiver for the summer semester, as well as GatorGradCare. The position will start January 1, 2024. The contract is for one year and it is renewable conditional upon satisfactory performance, maintenance of an appropriate registration status, 3.0 cumulative GPA, and available funding.

To be considered for this position, the following application materials are required:

- Letter of interest explaining the candidate's interests and qualifications for the position
- Current CV
- A letter of support from the candidate's academic advisor
- A letter of recommendation from an additional faculty member or supervisor

Please, send complete application packet to María Garamvolgyi at [mgaramvolgyi@latam.ufl.edu](mailto:mgaramvolgyi@latam.ufl.edu).

Applications received by September 30, 2023 will receive fullest consideration. The hiring manager will continue to review applications until the position is filled.