ACLS Leading Edge Fellowship

Position Title:	Editor
Organization:	Data & Society Research Institute
Location:	Remote
Stipend:	$66,000 in year one, $70,000 in year two, plus health insurance and $3,500 per year in professional development funding.
Start Date:	September 2023

ORGANIZATION DESCRIPTION

At [Data & Society](#), we advance public understanding of the social and cultural implications of data-centric technologies and automation. Through empirically grounded research and inclusive engagement, we work to ensure that knowledge guides the development and governance of technology. We envision a future where the values that inform data-centric technologies are grounded in equity and human dignity.

POSITION DESCRIPTION

Data & Society seeks an Editor to support the organization's mission of advancing public understanding of the social and cultural implications of data-centric and automated technologies.

The Editor would report to the Senior Editor: Research, and become part of the research management team. The Editor will be responsible for support on a number of D&S research projects, tracking where such projects are in the "pipeline" moving from fieldwork to publication and helping researchers manage internal deadlines and benchmarks for drafting, revision, and review (both internal and external). During the fellowship, the Editor will have the opportunity to work on projects across Data & Society's primary areas of research: the future of work, equity in health practices, data policy regulation, and artificial intelligence.

The Editor will lead and oversee the editorial workflow for numerous editorial products including primers, reports, white papers, academic publications, and blog posts. They will also be provided opportunities for professional development to ensure they have the skills to successfully communicate complex and urgent socio-technical research topics to a variety of audiences. The Editor will be able to choose one or two of the following three projects to lead on (with mentorship from their supervisor): a report about the changing nature of therapeutic labor with the rise of therapy app, a primer on the future of equitable algorithmic audits, and a collection of essays on the rise of the 'datafied state'.

This role will build skills in translating socio-technical research for multiple audiences, which is valued across many fields. The Editor will also work across the organization, not only with our researchers but also with our colleagues in other departments: fundraising, communications, and strategy. As a result, the fellow will be well prepared for roles in media, publishing, higher education administration, or development/fundraising. Specific examples include, but are not limited to, editorial roles at academic, educational, or trade publishers; communications roles in higher education administration; and scientific or technical writer/editor roles within a range of institutions, such as government agencies, civil society organizations, and tech companies. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

Responsibilities and Tasks:

- Serve as primary editor on one or more Data & Society publications, which typically take 8-12 months to complete;
- Support the writing of shorter public documents, including blog posts, op-eds, and journal articles;
- As project lead, ensure Data & Society's research outputs are written in a legible and accessible way, with a specific audience in mind. This includes:
  o Checking text to ensure it is well written and logically structured;
  o Correct grammar and spelling;
  o Manage the formatting of citations; and
  o Ensure the text is in line with Data & Society's style guide.
- Ensure rigorous editorial review of our research through a variety of mechanisms, from 1-to-1 consultation and direct editorial feedback to facilitating regular and ad-hoc peer review processes;
- Work with leadership on the Research teams to define and scope editorial categories and guidelines (e.g., white papers, academic articles, blog posts, policy briefs, long-form and short-form popular articles, etc.);
- Maintain rigorous editorial standards and adherence to Data & Society's standards and values;
- Work with the development team to help write and refine grant proposals; and
- Support other editorial research efforts, as needed.

Qualifications:

- PhD in any field of the humanities or humanistic social sciences. Read more about eligible fields here.
- Excellent, flexible writer and editor;
- Excellent research and critical analysis skills;
- Strong grasp of citation formats and academic styles;
- Familiarity with the norms and culture of academic research, including peer review, research ethics, and research methodologies;
- Experience or interest in translating academic publications for specialist audiences;
- Excellent listening and communication skills;
- Demonstrated ability to work comfortably and respectfully across teams; and
- Comfort with project management, attention to detail, deadlines, inter-department communication.

APPLICATIONS

- Information on the Leading Edge Fellowship Program: https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org).
- Application deadline: 9:00pm EDT, March 15th, 2023.