The North American Editorial Office of *Pediatric Radiology* is seeking a new Assistant Editor to fill a vacancy created by the resignation of Dr. Geetika Khanna. The position description appears below, at the end of this page. For further information, applicants may contact Dr. Strouse, the Editor, by phone at (734)-232-9239 or by email at pstrouse@umich.edu. Applicants can also contact the current Assistant Editors, Geetika Khanna (khannag@mir.wustl.edu), Cindy Rigsby (Crlgsby@luriechildrens.org) and Brian Coley (Brian.Coley@cchmc.org).

Interested applicants are invited to submit their CV and a one- to two-page letter stating why they are interested in the position, what they would bring to the position, and preliminary ideas they have for improving the journal.

We are particularly seeking an individual who also brings skill and enthusiasm for information technology that can applied to the journal’s work including working with the SPR and our Publisher on modernizing our interfaces for authors and reviewers, webpage design and social media presence.

Applications will be reviewed by a selection committee consisting of the Editor and the three current assistant editors of the North American Editorial Office, and the Chair of the SPR Publications Committee. Tentatively, candidates will be interviewed by the committee at the 2019 RSNA Meeting in Chicago, on Monday, December 2, 2019. If necessary, interviews may be conducted by conference call. It is anticipated that the new Assistant Editor will assume duties as of January 1, 2020.

The due date for applications is September 15, 2019.

Thank you,

Peter J. Strouse, M.D., F.A.C.R.
Editor for the Americas, *Pediatric Radiology*

Ethan A. Smith, M.D.
Chair, SPR Publications Committee

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**Assistant Editor – Position Description**

**North American Editorial Office**

**Essential Attributes:**

- Active clinically in pediatric radiology; track record in pediatric radiology research and education; track record in publications; excellent team working skills; good communicator; reliable and efficient; good national contacts in pediatric radiology; good local and/or national contacts in clinical pediatric medicine; critical appraisal skills; ability to work within professional organizations; strong ethics, particularly in regards to research, authorship and publications.
A qualified candidate must:

- Have an avid interest in advancing *Pediatric Radiology* journalism and expertise as a reviewer (on editorial boards and in editing is desired).

- Be computer literate (i.e., competent in Word, Adobe, Photoshop) in order to access manuscripts online and navigate *Editorial Manager*, draft letters and edit manuscripts.

- Have a reliable email account and IT support.

- Be available for weekly conference calls (currently every Tuesday, 10:00 AM EST).

- Be able to work well with the journal’s administrative support, sited at the North American Editorial Office.

- Be prepared to commit a minimum of 3-4 hours/week for peer review assignment, manuscript review and initial decision, drafting of letters to authors, review of revised manuscripts and final decision.

- Be willing to communicate and work with authors to resolve issues and aid in the improvement of submitted manuscripts.

- Be able to work with the other Assistant Editors on the selection of articles for reader CME and the drafting of CME objectives and questions.

- Be willing to recruit review articles and be the lead editor for a mini-symposia or other special project (one per 1-2 years).

- Assist the Editor in eliciting submissions from papers and education exhibits presented at the annual SPR meeting and other scientific meetings.

- Assist the Editor in recruiting and orienting new reviewers, and selecting members of the journal’s Editorial Board.

- Be willing to participate in workshops on *Pediatric Radiology* journalism at the annual SPR meeting.

- Be available to attend the Managing Editor’s Meeting at the SPR meeting (every other year) and the Editorial Board Meeting at the SPR meeting (every year).

- Be willing to assume the position of Editor, if and when necessary. The SPR Board of Directors and the SPR Publications Committee wish for individuals to gain valuable experience necessary to serve in editorial positions for *Pediatric Radiology* or other journals.
The SPR compensates each Assistant Editor with a stipend of $10,000 per year, paid quarterly. There is no defined term of service.

Interested candidates should submit their letter of interest and CV to:

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