The AAAE Executive Committee is accepting applications for the position of Paper Review and Submission Manager for regional and national meetings for conferences beginning July, 2022 and concluding after the 2026 national AAAE research conference. There will be a $3,000 stipend/year for this position with $1,500 provided during the training year.

Application, not to exceed three pages, should include:

- A brief statement of interest and qualifications (one page)
- Previous experience with the paper review process
- 2 page CV

The focus of the Manager position is to administer the electronic manuscript submission and review processes for the four annual AAAE research conferences (national and three regions) in a timely manner that supports the individual conference chairs in completing their respective conferences. The individual responsibilities of the Paper Review and Submission Manager shall include:

a. Serving a one-year term as manager-elect. This year will include training with the current Paper Review and Submission Manager on at least one regional conference and the national conference.
b. Serving a three-year term as manager. The final year will require training the next Paper Review and Submission Manager.
c. Managing the contract with the electronic submission service (currently Express Academic Services) including correspondences with the system and account managers.
d. Adhering to the AAAE Protocol Guidelines for Conference Paper Selection, Presentations, and Awards including process time lines.
e. Collaborating with the individual conference chairs on the preparation and release of the conference’s call for papers.
f. Providing conference chairs with a ranked list of submitted and reviewed manuscripts for final decision on acceptance for conference presentation.
g. Providing conference chairs with a list of reviewers and a report on the submission and review process three weeks prior to their conference.
h. Making an annual report to the AAAE Research Committee at the time of the annual meeting. The annual report should include manuscript submission and acceptance figures for the previous year, summary of challenges encountered, and recommendations for changes to the AAAE Protocol Guidelines for Conference Paper Selection, Presentations and Awards.
i. Working with conference chair and the Research Committee chair to address and resolve problems and issues that may arise with the review and submission process for individual conferences.

The following research conference tasks shall remain the responsibility of the research conference chairs, and will not be the responsibility of this position:

**Pre-Submission**

a. Posting the call for papers across AAAE and/or regional list serves.

**Post Review**

a. Notifying selected first authors of the expectations for formatting, corrections, amendments, and clarifications to their manuscript.
b. Collecting all finished manuscripts for the conference proceedings.
c. Securing discussants and sending papers for their review and critique.
d. Collecting discussant comments.
e. Determining the concurrent session groupings for accepted manuscripts.
f. Developing the research conference program.
g. Assembling final manuscripts and discussant comments into a conference proceedings for subsequent distribution.
h. Selecting the presentation review committee to select one outstanding paper from the presentations with the remaining papers awarded "distinguished manuscript."
i. Securing awards (framed certificates) and making award presentations during conference.

Please submit electronic applications (either in pdf or MS Word) to Gaea Hock, AAAE Secretary (ghock@ksu.edu), by June 30. Consideration by the AAAE Executive Board will begin immediately and continue until a Review and Submission Manager is selected.