

DEPUTY EDITOR OF ALT-N: FURTHER DETAILS

ABOUT ALT-N: the ALT newsletter

ALT-N is one of the regular publications that the Association for Learning Technology produces for the benefit of its members. It is currently published in paper format four times a year: January, April, July and October. ALT-N seeks to publish topical articles and attempts to reflect the many changes in the dynamic field of learning technologies. The articles tend to focus on news of developments in learning technology, activities within the Association, case studies showing good practice, reviews of software, opinion pieces, and information about new services for the sector.

The articles published in ALT-N need to reflect and cater for the interests and backgrounds of the varied ALT membership. The newsletter's remit is to cover all aspects of further and higher education from the perspective of those who design, develop and implement learning technologies, as well as those involved in support, management, staff development and research. Most articles focus on the UK national scene, but the current editor is also keen to include contributions with a more international flavour. Whilst the editors of ALT-N may contribute the occasional article, the primary aim of the newsletter is to encourage contributions from ALT members and other appropriate organisations and projects.

The editors and deputy editors of ALT-N and ALT-J are members of the ALT Publications Executive committee (PX), which meets three times annually (via telephone conference) to plan future editions of ALT publications. As members of PX, the deputy editors will be invited to attend the annual ALT Strategy Day, which brings together all committees to plan the activities of ALT. Information about ALT committees and recruitment of committee members is available at

http://www.alt.ac.uk/docs/Membership_of_ALT_Comm_20040623_Final_NoSR.pdf

In 2005 ALT-N will be moving to a new format: an online version supplemented by a smaller, paper-based version which will provide summaries of the longer articles available online. The brief of ALT-N will also expand to include more feature articles, more case studies and more updates from national and international bodies. It will specifically seek to reach out to all those involved in supporting learning technologies. To help move to this new format, the ALT-N team is expanding to include **two deputy editors**.

THE ROLE AND TASKS OF THE DEPUTY EDITORS

General

The role of the deputy editors of ALT-N is to work with the editor to obtain, edit and submit suitable articles for online and paper-based publication. This will necessitate keeping up-to-date with developments in the field of learning technology, and:

- contacting people for possible submissions;
- agreeing content and deadlines;
- chasing up late submissions;
- receiving articles;
- editing submissions for style and length to suit the paper and online versions;
- uploading articles to the online repository;
- liaising with the ALT Office.

The editor will take ultimate responsibility for proof-reading the content and layout of each issue.

Specific

In addition to the general editorial responsibilities, the editor of ALT-N is keen to give the deputy editors specific responsibilities or roles which they can develop and make their own. The editor would particularly welcome involvement in:

- design and implementation of the new online newsletter;
- developing contacts with national and international bodies, eg LSC, Higher Education Academy, SURF, EDUCAUSE, ASCILITE;
- soliciting review articles of software and hardware;
- case studies.

EXPECTATIONS

The posts require good organisational and communication skills such as meeting deadlines, chasing up contributors, and working in a team. The majority of the work is conducted via e-mail or telephone, although occasional face-to-face meetings may be held with the editor and/or ALT administrators.

It is difficult to say exactly how much time the successful candidates will need to devote to the post. Generally speaking, they may expect to receive ALT-N related communications (mostly e-mail) most weeks and for each issue they may need to spend:

- 2 hours soliciting and negotiating the content of articles;
- 3 hours editing and submitting articles for printing
- 1 to 2 hours developing the online and paper-based versions.

REWARDS

The two deputy editor posts are unsalaried. However, ALT will cover the costs of travelling to attend essential meetings. The posts also offer exciting opportunities to keep up to date with learning technology, make new contacts in the field and influence future developments. The new online initiative will also provide an opportunity to work in the design and implementation of an online newsletter.

APPLICATIONS

Please post or email a relevant curriculum vitae and a brief covering letter explaining your suitability for the role to:

Rhonda Riachi
Director
Association for Learning Technology
Oxford Brookes University
Headington, Oxford OX3 0BP
rriachi@brookes.ac.uk

The closing date for applications is **Friday 28 January 2005**.

NB: We aim to interview short-listed candidates via a telephone conference call on either Tuesday 1 February or Tuesday 15 February. Please let us know your availability for these dates when you apply.

For informal queries please telephone the Editor, Susi Peacock, on 0131 317 3722, or the Director, Rhonda Riachi, on 01865 484143.