

# Editorial Operations Intern

CEJISS

Prague Office

Central European Journal of International and Security Studies (CEJISS) is one of the leading international relations journals in the region of Central and Eastern Europe. Combining the best in research, content and technology we connect with our regional and global audiences who rely on us for insights in international relations.

We blend traditional academic research and smart media approaches for our audience. CEJISS turns ten years and celebrates this anniversary with a variety of updates presenting our content in a smart way. We are seeking a well organised editorial operations intern to work under Editor in Chief with a direct supervision of Executive Editor in our Prague office. The intern will support projects in CEJISS editorial operations and manage wide range of international partnerships.

The intern will be expected to be in the office for 40 hours a week, but the schedule can be flexible. The overall duration of the position is 2 months with the possibility of extension. The starting date is February 1, 2017.

## **Responsibilities may include:**

- Managing social media accounts
- Creating and updating internal databases of publications
- Reach out to indexing databases (Ebsco, Jstor etc.)
- Tracking content
- Organise, update and structure data
- Research assistance
- Formatting spreadsheets and preparing internal documents
- Analytics analysis and tracking

## **Requirements:**

- Familiarity with international relations and security issues
- Interest in the academia and research
- Familiarity with social media
- Excellent communications skills
- Excellently organised

Please send your CV and cover letter to Dr. David Erkomaishvili at [david.erkomaishvili@mup.cz](mailto:david.erkomaishvili@mup.cz)