**CALL FOR APPLICATIONS:**

**BIBLIOGRAPHY OF ASIAN STUDIES ASSOCIATE EDITOR FOR EAST ASIA**

**Position Summary**

The BAS Associate Editor for East Asia creates bibliographic indexing records for chapters and articles in Western-language edited volumes and journals that deal with the countries and civilizations of East Asia (China, Japan, Korea), and submits those records monthly to the BAS Editor for review and ingest. The position is for an average of 20 to 30 hours per week.

**Responsibilities**

Reviews, selects, analyzes and indexes the chapters and articles in edited volumes and journals that deal with East Asia, in a wide range of academic disciplines (humanities and social sciences, but also such natural sciences as environmental studies, geology and medicine.) While English is the main language targeted, French, German, Italian, Dutch, Russian and Spanish records may be included. Where appropriate, work may include retrospective records to fill current gaps in BAS coverage. A preset list of journal titles to be covered will be provided, but continuous informed adjustments and prioritization are expected, at the discretion of the Associate Editor. Relevant bibliographic entries are to be made in accordance with established guidelines, including the determination of up to ten subjects from an established hierarchical structure of controlled-vocabulary subjects, as well as the assignment of uncontrolled, subject keywords whenever appropriate to enhance discovery. Seeks out and treats new edited volumes likely to contain articles appropriate for inclusion in the BAS. At least once a month, reviews and transmits all new entries to the Editor of the BAS. While the choice of the physical work site is flexible, access to the print and electronic resources of at least one major academic library -- with the ability to borrow further library materials through interlibrary loan -- is required. Similarly, the ability to participate -- either virtually or in person -- in periodic BAS-related meetings is expected.

**Qualifications**

**Required**

* Demonstrated wide-ranging academic subject knowledge/expertise about at least one East Asian country (China, Japan or Korea), in either the humanities or the social sciences or across interdisciplinary academic approaches
* Demonstrated familiarity with the basic principles and practices of bibliographic indexing of academic materials
* Demonstrated ability to analyze the contents of each publication to be indexed, and to apply appropriate subject headings and relevant keywords
* Demonstrated ability to follow guidelines, and work independently, efficiently and effectively, with great accuracy and attention to detail
* Experience and familiarity with digital research tools and modern bibliographic research methodologies
* Great professional, detail-oriented and interpersonal communication skills
* Access to the online resources and in-print collections at one major academic library in the United States or Canada, with the ability to borrow library materials through interlibrary loan, and travel to additional libraries whenever necessary

**Preferred**

* Master's or PhD degree in a relevant subject area
* Experience in working in a university/college library environment and/or some other type of academic setting
* Willingness and ability to contribute to ongoing improvements in the goals, policies and procedures of the BAS
* Reading knowledge of at least one major Western language besides English (French, German, Italian, Dutch, Russian, Spanish)
* Familiarity with FileMaker Pro (FMP) or similar databases
* Familiarity with the major romanization systems of Chinese, Japanese and Korean

**Compensation**

Monthly salary will be determined by the Association for Asian Studies based on the number of hours worked at the fixed hourly rate of $34.56, as reported by the Associate Editor to the Editor of the BAS and, in turn, by the Editor to the AAS Secretariat.

**Equal Opportunity**

We encourage applications from all regardless of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or status as a protected Veteran.

**Application**

Applicants should submit a curriculum vitae and an application detailing the applicant’s interest in the position, qualifications, relevant experience, and ideas/plans for the series.

Please send materials via email to AAS Executive Director Hilary Finchum-Sung ([hvfinchum@asianstudies.org](mailto:hvfinchum@asianstudies.org)). Individuals with questions regarding the AAS BAS publication program, the application process, terms of the appointment, etc. should contact the Executive Director. The search committee will interview candidates for the Editor position via Zoom in late summer/early fall 2021.

Applications received by August 29, 2021 will receive highest priority.