

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Editor
<b>Organization:</b>	Data & Society Research Institute
<b>Location:</b>	New York, NY
<b>Stipend and Benefits:</b>	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
<b>Start Date:</b>	August 1 or September 3, 2019

## ORGANIZATION DESCRIPTION

Data & Society advances public understanding of the social and cultural implications of data-centric technologies and automation. We conduct interdisciplinary research and build a field of actors to ensure that knowledge guides development and governance of technology. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for tradeoffs when they increase their reliance on data as a tool for management and decision-making. This field comprises researchers; journalists; policy-makers; technologists; industry leaders; and workers, funders, advocates, and civil society actors.

We are committed to helping the field engage substantively, and with an evidence base, in debates over implications arising from the increasing reliance on data at scale to automated decision-making across a range of sectors. At stake in these debates are the trade-offs and cascading implications of sociotechnical decisions and systems. In order to articulate and understand these, we have built a topically broad internal research team; a deep intellectual community that offers spaces and formats for interaction across sectors, as well as a training ground for these debates; and a vigorous communications team that supports our network in moving research from academic product to public resource. Learn more at [www.datasociety.net](http://www.datasociety.net).

## POSITION DESCRIPTION

Data & Society is seeking an Editor to work with our Research and Communications teams to develop a range of editorial outputs based on original research and aimed at nonspecialist audiences. This role will directly support the organization's mission of advancing public understanding of the social and cultural implications of data-centric and automated technologies. The Editor will provide primary editorial support for a subset of our broad topical research areas—among them media manipulation & disinformation, the future of work, intelligence & autonomy, fairness in precision medicine—to ensure that those teams' research balances academic rigor with legibility and accessibility.

The Editor will directly support researchers by providing substantive developmental feedback on early drafts, as well as style and copyediting on more polished drafts. The Editor will coordinate their teams' peer review process—in which researchers solicit feedback from external experts in their field. Finally, the Editor will maintain and develop internal materials on the publication process: style guides, pipeline schedules, a researcher handbook.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Position Data & Society's research to achieve greater impact in multiple sectors: government, industry, civil society, and media;
- Oversee one or more Data & Society initiative outputs, such as the Media Manipulation Initiative's portfolio of five to eight original research publications per calendar year;
- Ensure Data & Society's research outputs are written in a legible and accessible way, with a specific audience in mind;
- Work with leadership in the Communications and Research teams to define and scope editorial categories and guidelines (e.g., white papers, academic articles, blog posts, policy briefs, long-form and short-form popular articles, etc.);
- Ensure rigorous editorial review of our research through a variety of mechanisms, from one-to-one consultation and direct editorial feedback to facilitating regular and ad-hoc peer review processes; and
- Maintain editorial handbook for all Data & Society authors and contributors, formalizing expectations and processes.

## QUALIFICATIONS

*Required*

- PhD in the humanities or humanistic social sciences;
- Excellent, flexible writing and editorial abilities;
- Excellent research and critical analysis skills;
- Familiarity with the norms and culture of academic research, including peer review, research ethics, and research methodologies, especially as they relate to the humanistic social sciences;
- Experience or interest in translating academic publications for specialist audiences;
- Demonstrated ability to work comfortably and respectfully across teams;
- Comfort with light project management and interdepartmental communication; and
- Attention to detail and deadlines.

*Preferred*

- Familiarity with the tech sector.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS online application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time