

Indian Institute of Management Raipur
Atal Nagar (Naya Raipur) – 493661, Chhattisgarh, India

No: IIMR/Rect./EEDR/2026

Date: 25.07.2026

Advertisement for the Post of Editorial Assistant (Intern) — Editorial Office, EEDR (Journal)

- **Job Title:** Editorial Assistant (Intern)
- **Position Type:** Contractual
- **Number of Posts:** One (1)
- **Monthly Stipend:** ₹40,000/- (consolidated)
- **Duration:** 6 months
- **Maximum Age:** 40 Years

Designation: Editorial Assistant (Intern)

Role:

The Editorial Assistant will support the day-to-day functioning of the Editorial Office of EEDR (Journal) and contribute to the smooth coordination of manuscript submission, review, and publication processes. The selected candidate will assist the Editor-in-Chief and Managing Editor in managing the journal's editorial workflow, correspondence, and administrative documentation, ensuring timely and efficient handling of editorial operations.

Key Responsibilities:

- Coordinate manuscript submissions and administer the ScholarOne editorial management platform.
- Maintain communication with editorial board members, reviewers, and authors, and manage related correspondence.
- Support manuscript processing, tracking, and coordination of the peer review process.
- Liaise with editors regarding review timelines, reminders, and status updates.
- Maintain and update editorial office records, Standard Operating Procedures (SOPs), and related documentation.
- Assist in marketing and dissemination activities, including call-for-papers announcements, website updates, and journal promotions.
- Provide general administrative and editorial office support as required by the Editor-in-Chief/Managing Editor.

Essential Qualification: Master's degree (MA) in English or an equivalent qualification from a recognized/reputed university, with a consistently good academic record.

Desirable Skills/Qualifications:

- Strong written and verbal communication skills, with attention to detail and editorial accuracy.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and general digital/office tools.
- Familiarity with academic publishing workflows and manuscript management systems (e.g., ScholarOne or similar platforms) will be preferred.
- Prior experience in an editorial, publishing, or academic administrative role will be an added advantage.

Job Description:

The Editorial Assistant will work under the direct supervision of the Editor-in-Chief and Managing Editor, EEDR, to ensure the efficient functioning of the editorial office. The role requires close coordination with authors, reviewers, and editorial board members to support timely manuscript processing and

communication. The candidate will also be responsible for maintaining accurate records, supporting documentation and SOP upkeep, and assisting in outreach and promotional activities for the journal, thereby contributing to the overall visibility and smooth editorial operations of EEDR.

How to Apply:

Applications will be received via the Institute's online application portal: <https://iimraipur.ac.in/recruitment/>. Only online applications will be considered.

Important Dates:

The deadline for submission of applications is **08 August 2026**. Applications received after the due date shall not be considered. Only shortlisted candidates will be contacted for further scrutiny through the provided email ID. No correspondence in this regard shall be entertained by the Institute. The selection process is at the sole discretion of IIM Raipur, which reserves the right to shortlist, reject, or modify the selection process at any stage without assigning any reason.

Sd/-

Chief Administrative Officer