NDEP Position Description—Communications Director

POSITION DESCRIPTION: The Communications Director serves as the liaison between NDEP and the Journal of the Academy of Nutrition and Dietetics (JAND).

TERM OF OFFICE: The Communication Director is appointed for a three (3) year term.

ELIGIBILITY FOR OFFICE: The Communications Director must be an NDEP member and have previous experience publishing in, and serving as a peer reviewer for, scientific journals. This individual must demonstrate the ability to communicate with peers and colleagues, as well as have expertise in one or more areas of dietetics education.

TIME COMMITMENT: The position of Communications Director requires a time commitment of approximately 2-3 hours each month to facilitate correspondence between NDEP authors, NDEP reviewers, and JAND editorial staff. Depending on NDEP's program of work, this time commitment may be greater.

RESPONSIBILITIES:
- Serves as a liaison between NDEP and JAND.
- Coordinates review of manuscripts for the “Topics of Interest in Dietetics Education Series” in JAND.
- Assists the JAND editorial staff in identifying reviewers for submissions related to dietetics education.
- Performs other duties as may be assigned by the NDEP Chair and JAND editorial staff.