

## **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.