## Scholarship Representative

## (Two positions with alternating terms)

**2-year term**

**Estimated time commitment of 4 hours/month averaged across the academic year**

Responsibilities

* Provide strategic leadership and direction in the development of the APQI Academic Journal Editorial Board
* Recruit and retain qualified reviewers from diverse backgrounds and areas of expertise and provide training and guidance
* Address conflicts of interest, disputes, or ethical concerns that may arise
* Collaborate with the Editorial Board in making decisions based on the outcomes of peer reviews, providing input and recommendations as needed
* Develop and implement editorial policies and guidelines related to peer review, authorship, ethics, and publication standards

Minimum Qualities & Qualifications

* Graduate or professional degree
* Knowledge of medical education and accreditation standards
* Demonstrated expertise and experience in scholarly publishing, peer review, and academic research
* Excellent written and verbal communication skills
* Project management experience

Preferred Qualities & Qualifications

* Editorial experience in scholarly publications
* Experience in mentoring or training others in scholarly activity