



POSITION TITLE: Peer Review Manager

STATUS: Exempt

REPORTS TO: Journals Director

DEPARTMENT: ASPET Journals

DATE: January 3rd, 2018

PRIMARY FUNCTION:

Manage the peer review process for four journals. Train volunteer editors and associate editors. Manage the work load of the Peer Review Coordinators and monitor and manage their response quality and time. Coordinate the response to cases of author misconduct.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversee the peer review process for three monthly journals and have direct responsibility for the peer review process for a quarterly journal. Cover for Peer Review Coordinators during their absence.
- Following ASPET guidelines and industry best practices and working with the Journals Director, Board of Publications Trustees Chair, and others, coordinate the response to allegations of author misconduct.
- Respond to queries from authors, reviewers, and editors regarding the peer-review process.
- Provide support to authors in getting their manuscripts into the online system.
- Train volunteer editors and associate editors to use the online peer-review system.
- On a continuing basis, evaluate current processes and seek improvements in efficiency and time.
- Support editors with regular reports on submissions, turnaround times, acceptance rates, and other statistics as desired.
- Work with Journals Director and editors to prepare an annual editorial report for each journal.

- Work with editors and Journals Director to organize annual editorial board meetings at ASPET's annual meeting; attend meeting and provide on-site support; take minutes of those meetings.
- Screen, interview, and make recommendations to hire Peer Review Coordinators.
- Train Peer Review Coordinators on peer-review system and department procedures.
- Provide Peer Review Coordinators with regular feedback on work and conduct performance evaluations every six months.
- Interact with compositor, online hosting service, and other vendors as appropriate.
- Participate in publishing industry meetings to stay current with industry trends, new concepts, and peer-review technology

QUALIFICATIONS:

- Bachelors degree
- 2 years experience in a similar position with a scientific journal, preferably in the life sciences
- Excellent oral and written communication skills
- Excellent interpersonal skills and the ability to work closely with others at all levels
- Supervisory experience with the ability to work as a team and motivate team members
- Strong computer skills including Windows, Word, Excel, and Web-based software
- Experience using manuscript tracking software, Bench>Press a plus
- Understanding of databases
- Excellent organizational skills with attention to detail and the ability to adhere to publication guidelines, procedures, and schedules
- Excellent knowledge of publication ethics