

AMERICAN SOCIETY FOR BIOCHEMISTRY AND MOLECULAR BIOLOGY
Position Description

Position Title	Status	Reports to (Position)	Department	Date
Peer Review Coordinator	Non-exempt	Manager, Journal Operations and Support	ASBMB Publications	January 10, 2018

PRIMARY FUNCTION

Coordinates and oversees the daily operation of a submission processing and tracking system for multiple Associate Editors associated with several scientific research journals. Maintains the flow of manuscripts within the eJournalPress tracking system, from assignment to final decision. Assists with the quality control of manuscript submissions prior to Editor assignment. Provides support for authors, reviewers, and scientific editors. Assists Associate Editors with editorial board performance, review, and the nomination cycle.

MAJOR DUTIES AND RESPONSIBILITIES

Peer Review Coordinator:

- Assists assigned Associate Editors with assigning new or revised manuscripts to Editorial Board Members/Referees via the eJournalPress tracking system. Works with each assigned Associate Editor to develop a relationship on style and process for effective results.
- Reviews all queues for assigned Associate Editors and takes appropriate actions to ensure schedules and assignments are handled properly. Notifies Associate Editor when a manuscript needs attention.
- Monitors the work flow appropriately while taking priorities into consideration.
- Brings manuscript issues or concerns to the attention of supervisor.
- Assists with the resolution of problems pertaining to revised submissions.
- Responds to e-mail and/or phone inquiries from authors, reviewers, and editors regarding manuscripts in process.
- Assists with quality control by processing submissions in Validator, which is the pre-review of submissions, prior to Editor's assignment.
- Provides coverage for other Peer Review Coordinators when needed.
- Updates editorial board member contact information and leave requests in database.
- Promptly notifies supervisor of resignation requests from editorial board members.
- Provides technical support to system users: authors, reviewers, editors, and journal office staff.
- Completes other projects as assigned.
- Pulls weekly reports for Associate Editors.
- Runs Excel reports as needed.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

<p>REPORTING RELATIONSHIPS Supervision Received:</p> <p><input type="checkbox"/> General Guidance</p> <p><input type="checkbox"/> Managerial Direction</p> <p><input checked="" type="checkbox"/> Direct Supervision</p> <p><input type="checkbox"/> Immediate Supervision</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"><u>Position Titles of Direct Reports</u></th> <th style="width: 25%;"><u>No. in Position</u></th> <th style="width: 25%;"><u>No. Supervised by Direct Reports</u></th> </tr> <tr> <td style="height: 50px;"></td> <td></td> <td></td> </tr> </table>	<u>Position Titles of Direct Reports</u>	<u>No. in Position</u>	<u>No. Supervised by Direct Reports</u>			
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PRINCIPAL WORKING RELATIONSHIPS

Internal: Position Journal Managers Department ASBMB Publications Purpose Provides and exchanges information

External: Position Organization Purpose

POSITION SCOPE			
<u>Area/Item</u>	<u>Annual Measure</u>	<u>Area/Item</u>	<u>Annual Measure</u>

<p>MINIMUM QUALIFICATIONS</p> <p><u>Education Level</u> High School Diploma with relevant college courses/experience</p> <p>Bachelor's degree preferred</p> <p><u>Experience</u> 1-2 years' of relevant work and internship experience. Experience in publishing preferred. Editorial and/or administrative assistant experience will be considered. eJournalPress Manuscript Tracking System knowledge a plus.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;"><u>Skills</u></th> <th style="width: 20%;"><u>Level</u></th> </tr> <tr> <td>English Grammar</td> <td>Expert</td> </tr> <tr> <td>Written and Verbal Communication</td> <td>Expert</td> </tr> <tr> <td>Customer Service</td> <td>Expert</td> </tr> <tr> <td>Interpersonal Skills</td> <td>Expert</td> </tr> <tr> <td>Organizational Skills</td> <td>Expert</td> </tr> <tr> <td>Attention to Detail</td> <td>Expert</td> </tr> <tr> <td>Ability to Meet Deadlines</td> <td>Expert</td> </tr> <tr> <td>MS Word</td> <td>Proficient</td> </tr> <tr> <td>HTML</td> <td>Expert</td> </tr> <tr> <td>CSS</td> <td>Expert</td> </tr> <tr> <td>MS Excel</td> <td>Proficient</td> </tr> </table>	<u>Skills</u>	<u>Level</u>	English Grammar	Expert	Written and Verbal Communication	Expert	Customer Service	Expert	Interpersonal Skills	Expert	Organizational Skills	Expert	Attention to Detail	Expert	Ability to Meet Deadlines	Expert	MS Word	Proficient	HTML	Expert	CSS	Expert	MS Excel	Proficient
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COMPLETED BY: Name _____ Position _____ Date _____

APPROVED BY: Name _____ Position _____ Date _____