AMERICAN SOCIETY FOR BIOCHEMISTRY AND MOLECULAR BIOLOGY
Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Status</th>
<th>Reports to (Position)</th>
<th>Department</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Peer Review Coordinator</td>
<td>Non-exempt</td>
<td>Manager, Journal Operations and Support</td>
<td>ASBMB Publications</td>
<td>January 10, 2018</td>
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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.
**REPORTING RELATIONSHIPS**

<table>
<thead>
<tr>
<th>Supervision Received</th>
<th>Position Titles of Direct Reports</th>
<th>No. Supervised by Direct Reports</th>
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<tbody>
<tr>
<td>☐ General Guidance</td>
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<tr>
<td>☐ Managerial Direction</td>
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<td>☒ Direct Supervision</td>
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<tr>
<td>☐ Immediate Supervision</td>
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**PRINCIPAL WORKING RELATIONSHIPS**

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

External:

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<th>Position</th>
<th>Organization</th>
<th>Purpose</th>
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**POSITION SCOPE**

<table>
<thead>
<tr>
<th>Area/Item</th>
<th>Annual Measure</th>
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**MINIMUM QUALIFICATIONS**

- **Education Level**: High School Diploma with relevant college courses/experience
  - Bachelor’s degree preferred

- **Experience**:
  - 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.

- **Skills**:
  - 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

**COMPLETED BY**: Name ______________  Position __________________  Date __________________

**APPROVED BY**: Name ______________  Position __________________  Date __________________