



Positions: Assistant Editor Intern

Reports to: Managing Editor

Location: Pittsburgh, Pennsylvania

Status: Non-exempt

(Part time – approximately 15 hours per week)

Date: April 15, 2019-August 19, 2019

Position summary:

The Genetics Society of America journals, *GENETICS* and *G3: Genes/Genomes/Genetics*, seeks an intern with strong background in genetics or a related scientific field. Familiarity with the peer review process strongly preferred.

The intern will conduct data and quality checks on all incoming manuscripts, as well as assign manuscripts to editors as they are received at both journals. You must be an independent worker, clear and prompt communicator, and a fast learner.

This paid internship is for 15 hours a week for 18 weeks and includes telecommuting with the possibility of occasional meetings on-site in Pittsburgh, PA (East Liberty). Hours fluctuate based on numbers of incoming submissions, but work requires daily checks on queues. Your application should include a resume and a cover letter.

Tasks (Daily):

- Check each manuscript submission for data compliance
 - This may include discussions with editors for certain article types
- Quality check and link Figshare submissions to each manuscript
- Perform standard quality checks on each manuscript including:
 - Plagiarism checks
 - File completion
 - Conflict of Interest checks
 - Authorship/Ethical concerns
- Assign new manuscripts to the appropriate section editors. This may involve discussions with section editors, reassigning manuscripts, and/or returning the paper to the authors for corrections
- Assign resubmissions and revisions to editors and provide full history details to enable clear processing on their end
- Flag concerns to the Managing Editor as appropriate
- Answer data queries from the production team
- Assists in suggesting appropriate editors and/or reviewers as requested by Managing Editor or section editor
- Other tasks as needed

Experience and skills required

- Graduate training in genetics or related field (e.g. current upper level graduate student or beyond)
- Microsoft office and Google Drive Proficiency required
- Familiarity with Figshare preferred
- Familiarity with Ithenticate preferred
- Attention to detail and accuracy
- Ability to adhere to strict deadlines
- Ability to work closely with others and to promptly respond to inquiries

For information about how to apply, please visit: <http://www.faseb.org/employment>

Applications will require a cover letter and resume.

For more information about GSA, please visit: <http://www.genetics-gsa.org/>

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