



POSITION DESCRIPTION

1. General Information

Position title	Editorial Assistant
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Director of Publications
Department	FASEB Office of Publications
Date	January 20th, 2019

2. Primary Function

Assists in the peer review and production of FASEB publications.
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3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Communicates with authors, potential authors, reviewers and potential reviewers via e-mail or telephone to answer or triage general queries.	30
1	Works within the manuscript tracking systems to determine manuscript status and to assist with submission workflows.	30
2	Develops reports for vendors, journal staff and editors.	10
2	Tracks author misconduct allegations and archives records of each case.	5
2	Monitors journal web sites for accuracy--making sure that all article postings, web site features, articles, links, etc., function properly. Regularly reviews FASEB's Web site to ensure information about the Office of Publications and the journals is up-to-date and accurate. Coordinates and implements changes to the FJ and JLB Web sites as needed.	5
2	Tracks and processes vendor invoices.	10
3	Provides ad-hoc assistance to FASEB's Office of Publications, particularly the Assistant Managing Editor, Director of Publications and the Deputy Director of Publications.	10

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt



5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	x	High school		Microsoft Access, Word, PowerPoint	B
		Prof/technical		Organizational Skills	B
	x	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)	English, Journalism or Science	Oral & Written Communication Skills	B
		Bachelor's degree		Customer Service	B
		Master's degree		Attention to Detail	B
	x	Other	2-3 years of editorial office experience	Ability to Meet Deadlines	B
				Ability to Multitask	B
				Ability to Initiate and Follow Through	B
			Microsoft Windows	B	
			English Grammar/Spelling	B	
			Editing/Writing	B	
			Web Browser (Internet Explorer, Firefox, Chrome, Opera, Safari, etc.)	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Consulting with editors on behalf of authors to solve atypical issues that arise then following through (within normal journal policy). Normal day-to-day journal operation items.	
		Give two or three examples of decisions you refer to a higher authority.	Refer to my manager when resolving issues that fall outside of normal journal policy guidelines and/or outside of my knowledge of FASEB or journal policy/procedure.	
		Indicate any special policies, formal procedures, or precedents that guide your work.	Follow established FASEB and journal-specific policies, procedures, and precedents.	

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Director of Publications	Publications	Journal production and peer review, receives supervision, provides and exchanges information
	Assistant Managing Editor	Publications	Journal production and peer review, receives supervision, provides and exchanges information
	Peer-Review Coordinator	Publications	Journal production and peer review, receives supervision, provides and exchanges information
	Authors, Reviewers, Editors	Various	Journal production and peer review
	Vendors/Freelancers	Various	Journal production and peer review



FASEB

Federation of American Societies
for Experimental Biology

8. Working Conditions	<p>This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily.• Travel and other work related assignments on weekends is possible.