The American Society for Biochemistry and Molecular Biology (ASBMB)

Title: Manager, MCP Publications Compliance
Status: Exempt, Full-Time
Reports to: ASBMB Director of Publications
Date: 10/06/2015

The journal, Molecular and Cellular Proteomics (MCP), a publication of the American Society for Biochemistry and Molecular Biology (ASBMB), is the leading journal focusing on publishing original research findings that report significant advances in understanding of protein and systems biology as well as innovative technologies and software that enables such research. A significant fraction of this complex field continues to be driven by powerful mass spectrometric-based experimental strategies that provide new global insights into the composition and workings of the machinery of cells. MCP is seen as the ‘gold standard’ journal due to its continuing initiatives in establishing and articulating guidelines for authors to help ensure that manuscripts describe experimental strategies and results in terms that include documentation of primary data and thus allow independent assessment of the reliability of results. Upon publication of original findings, the relevant original datasets are made accessible to the community to allow their independent re-interpretation and analysis as desired.

Job Description:

- Works with the editors and journal staff to read and evaluate submitted manuscripts for their adherence to journal publication guidelines. Reviews issue and article proofs, ensuring adherence to compliance expectations.
- Assists authors with compliance procedures regarding journal publication guidelines. Serves as the main point of contact for compliance issues related to the assigned journal.
- Responsible for correspondence on behalf of the journal with authors prior to scientific peer review.
- Maintains procedures and compliance guidelines for the journal. Enforces the journal's guidelines with authors, editors, and journal staff.
- Prepares reports on compliance on a regular basis.
- Attends MCP Meetings approximately 2-3 times per year.
- Other tasks as related to ensuring compliance with journal publication guidelines.

Skills and Qualifications:

- Ph.D. in Mass Spectrometry/Proteomics
- Strong and broad knowledge of proteomic techniques used for peptide and protein identification, post-translational modifications, and quantification
- Strong written and verbal communication skills
- Strong organizational skills
- Strong attention to detail
- Strong interpersonal and customer service skills
- Strong spelling and grammar skills
- Ability to multitask
- Ability to meet deadlines
- The ability to work with minimal supervision, as well as part of a team
- MS Office skills