

DATA INTEGRITY MANAGER

THE AMERICAN SOCIETY FOR BIOCHEMISTRY AND MOLECULAR BIOLOGY (ASBMB)

August 12, 2020

The American Society for Biochemistry and Molecular Biology (ASBMB) strives to respond appropriately to all serious allegations of misconduct, and the person who fills this position will play a pivotal role in the handling and resolution of such cases. This person will oversee all correspondence regarding potential misconduct in all ASBMB publications and oversee all decisions in accordance with ASBMB policies. This person will work primarily with the Senior Director, ASBMB Publications, as well as with journal editors, the ASBMB Publications Committee leadership, and authors to evaluate potential ethical breaches. Additionally, this person will keep up to date on current best practices in data management and on practices that ensure reproducible and transparent research. This person will make recommendations regarding ethical concerns based on ASBMB policies as well as make new policy recommendations for the Society's journals. This is a position requiring advanced studies in the biomedical sciences, excellent organizational and writing skills, the ability to conduct thorough investigations, regular coordination with various stakeholders and institutions, sound judgment, and some familiarity with and willingness to become an expert in libel and defamation. The ASBMB will provide training in technical areas such as the use of tools for digital analysis of figures for inappropriate manipulation and plagiarism software. The position reports to the Senior Director, ASBMB Publications, and to the Executive Director, ASBMB. It is an exempt, full time position.

Job description

- Ensure that procedures follow ASBMB policies consistently
 - Make recommendations for additional policies or changes to existing policies for managing manuscript issues consistently
 - Oversee all correspondence between authors, the ASBMB and, on occasion, authors' institutions to facilitate accurate, timely resolution of cases
 - Keep track of case status
 - Follow up with unresponsive authors in a timely fashion
 - Maintain case files
 - Write and/or help authors write corrections and retractions
 - Prepare case files for the ASBMB Publications Committee and the ASBMB Council for presentation by Senior Director, ASBMB Publications

- Review manuscripts that may breach ASBMB's ethics policies
 - Provide initial review to determine if allegations merit further investigation
 - Analyze figures for identification of inappropriate manipulations
 - Review materials resubmitted by authors in response to investigations and advise leadership on their accuracy
 - Use plagiarism software as necessary
- Inform and participate in recommendations and decisions for cases
- Achieve best practices regarding compliance with ASBMB policies • Maintain case statistics
- Stay up to date on the best practices of publication ethics and publishing standards within the biomedical community
- Other tasks as necessary related to ensuring compliance with ASBMB policies

Qualifications and skills required

- Bachelor's Degree in the biological sciences plus graduate-level courses in biological sciences
- Familiarity with a range of biomedical techniques, including those that generate images, such as Western blotting and microscopy
- Familiarity with the use of human and animal subjects and attendant regulations in biomedical research
- Familiarity with the peer-review process and with publication ethics concepts
- Excellent organizational, writing, interpersonal and oral communication skills • Ability to develop a firm understanding of ASBMB policies and follow guidelines in handling cases
- Excellent computer skills; ability to learn new applications quickly
- Ability to recommend policy improvements to governance

To apply for the position please visit: www.faseb.org/employment

Please attach a cover letter including your salary requirements along with your resume.

For more information about ASBMB, please visit their website at www.asbmb.org

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