Position: Quality Control Editorial Assistant Intern
Status: Non-exempt, (Part time – approximately 15 hours per week)
Start Date: February 1, 2021
End Date: June 14th, 2021
Applications Due: January 1, 2021

Position summary:
The Genetics Society of America journals, GENETICS and G3: Genes|Genomes|Genetics, seek a QC Editorial Assistant Intern with strong background in genetics or a related scientific field. Familiarity with the peer review process strongly preferred.

The QC Editorial Assistant Intern will conduct data and quality checks on all incoming and accepted 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 position is for ~15 hours a week fully telecommuting. Due to the nature of this position the ideal candidate would commit 20 weeks with the option to extend. Hours fluctuate based on numbers of incoming submissions, but work requires daily checks on queues.

This position reports to the Scientific Editor and Program Manager.

Tasks (Daily):
- Check each incoming and accepted manuscript 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 Scientific and/or Managing Editor as appropriate
- Answer data queries from the production team
- Assist in suggesting appropriate editors and/or reviewers as requested by Managing Editor or section editor
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 and/or Dryad 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: www.faseb.org/employment

Applications will require a cover letter and resume.

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

EOE