

# THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

## Science Associate II

Prestigious journal seeks experienced scientist with an understanding of scholarly publishing.

The American Association of Immunologists (AAI), the largest professional association for researchers in the field of immunology, seeks an experienced scientist for an integral role with understanding of peer-reviewed scholarly publishing to be part of a publications department that oversees the peer review, editorial process, and development of strategic initiatives for two primary research journals owned and published by the AAI: *The Journal of Immunology*, the oldest and most highly cited journal in the field, and *ImmunoHorizons*, a newer open-access journal.

A successful candidate will have an in-depth understanding of the principles of immunology, advances in the field, and a strong laboratory research and management experience. Strong science writing experience for both scientific and lay audience is required as well as a successful publication record. Experience in the scholarly STM publishing industry is preferred but not required. Candidates must be interested in learning about scholarly publishing.

This position reports to the Director of Publications and works directly with the Editors-in-Chief, Chief Executive Officer, members of the editorial boards, AAI staff, and contractors. The Science Associate II may be called upon for advice for other AAI activities.

The Science Associate II will:

- Appropriately assign and monitor reviewers, based on scientific expertise and other established administrative criteria, for all submitted manuscripts.
- Track and monitor editors' performance.
- Assist with section and deputy editor nominations.
- Assist with training program for all editors.
- Prepare summaries of selected articles as required for front matter, journal promotion, or other purposes.
- Write content for social media postings.
- Assist with other written materials for AAI as requested.
- Carry out image forensics analyses on accepted manuscripts. Follow up on image forensic reports for accepted manuscripts.
- Assist the Editors-in-Chief and the Director of Publications with misconduct cases.
- Assist the Director of Publications with the implementation of new initiatives.
- Attend meetings and seminars to fulfill the mandate of staying current with the field of immunology, to identify scientists who may serve as editors, reviewers, authors and annual meeting participants; and to promote the AAI journals.

- Serve as a scientific resource.
- Assist with any special projects and duties as assigned.

### **Skills and experience required**

- Professional degree (Ph.D., M.D., or related) in immunology, or related biomedical field with fluency in immunology
  - Excellent writing skills in both science and general writing
  - Ability to succinctly present complex scientific data
  - Working ability with databases, PubMed, and other search engines
  - Familiarity and working ability with various forms of popular social media
  - Strong interpersonal skills and a commitment to working collaboratively
  - Experience with Photoshop would be a plus
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- Faculty and industry applicants welcome.

Salary and benefits: This is a full-time, exempt position that offers a competitive salary. Exceptional benefits include free parking or commuting stipend. Staff is currently working remotely but when the office re-opens, on-site work will be required. Some business travel will be required once travel safely resumes.

AAI is conveniently located in Rockville, Maryland, walking distance to Metro and on major bus lines. Send cover letter, resume (including publication record), a writing sample (other than a journal article), and salary requirements to:

FASEB Human Resources- [resumes@faseb.org](mailto:resumes@faseb.org).

***Applications sent directly to AAI will not be accepted.***

AAI is an equal opportunity employer.

<http://www.aai.org>