Manager, Journal Operations and Support

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 11,000 members, made up of students, researchers, educators and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a full-time Manager of Journal Operations and Support. This person will oversee daily operations of ASBMB Publications. Direct contact with Editors, Associate Editors, Editorial Board members and staff on operational issues that need to be coordinated with the ASBMB Publisher. The Manager of Journal Operations and Support will report to the Director, Publications.

Responsibilities:

- Oversees editorial-support staff’s daily operations. Responsible for staff scheduling, assigning responsibilities and tasks, and ensuring consistent, timely manuscript handling and exceptional author service.
- Must become proficient with ASBMB’s existing and future manuscript-submission and -tracking systems.
- Works with Associate Editors (AEs) for the Society’s journals portfolio on various initiatives, issues that need resolving, etc.
- Maintains daily contact with Journal Managers (JMs) for the Society’s journal portfolio and makes decisions, responding to various editorial questions and resolving issues.
- Works with JMs making sure they maintain updates and provides the Publications Department with weekly reports.
- Keeps track of free papers for the three journals and their limits.
- Meets with Editorial Leadership several times a year. Establishes calls to action and follows up in coordination with the Society Publications Director.
- Develops new workflows and adjusts existing workflows in preparation for a forthcoming transition to a new manuscript-tracking system. Works with Director of Information Technology and with the Publications Technology Manager to put in place safeguards and backups during the transition.
- Ensures publisher is following ASBMB policies and guidelines in new publication platform (flagged authors, PDB, human and animal studies approval, data availability, etc.). Safety checks with the JM to ensure processes are going according to workflow.
- Recruits and manages support staff members, in consultation with the Publications Director.
- Provides editorial support to assigned Associate Editors (assigning new and/or revised manuscripts to editorial board members or external referees, managing
correspondence, etc.). Tailors support to meet the needs of each Associate Editor, establishes trust and builds rapport.

- Notifies the Associate Editors and editorial-support staff members when actions need to be taken to meet deadlines and maintains short manuscript-review turna-round times.
- Resolves problems related to the submission process. Provides technical support to system users, including authors, reviewers, editors and support staff.
- Directs system users to appropriate technical support staff and guides.
- Prioritizes positive author and reviewer experiences.
- Assists authors with answering questions regarding accepted/published articles.
- Attends virtual and in-person meetings.

*Responsibilities may be modified or changed at any time to fulfill organizational requirements.*

**Education and Skills:**

- Bachelor's degree in Life Sciences, English or Journalism
- Education/advanced training in Life Sciences, English and Journalism.
- Experience on management in an Editorial Office (5+ years).
- Experience supervising and training staff (5+ years).
- Experience with eJournal Press and Editorial Manager submission system.
- Familiarity with social media platforms preferred.
- Fast learner and self-motivated.
- Detail-oriented, well-organized, and able to multi-task.
- Ability and comfort working with a team on a shared mission.
- Able to work remotely and in office setting. This position is located in Rockville, Maryland.

This position offers a competitive salary with exceptional benefits including 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, generous paid time off, and free parking. ASBMB is conveniently located in Rockville, Maryland.

To apply, please send resume with cover letter and salary requirements to [www.faseb.org/employment](http://www.faseb.org/employment).

To learn more about ASBMB, please visit [www.asbmb.org](http://www.asbmb.org).

ASBMB is an Equal Opportunity Employer