Position: Peer Review Coordinator
Status: Full-time (37.5 hours/week) or part-time (25-30 hours/week) considered; Exempt status
Start Date: ASAP
Applications Due: March 1, 2022
Location: Pittsburgh, PA preferred; remote considered

The Genetics Society of America journals, GENETICS and G3: Genes|Genomes|Genetics, seek a Peer Review Coordinator with a strong background in genetics or a related scientific field and a demonstrated interest in the peer review process.

The Genetics Society of America (GSA) is the professional membership organization for scientific researchers and educators in the field of genetics. Our members work to advance knowledge in the basic mechanisms of inheritance, from the molecular to the population level. GENETICS and G3: Genes|Genomes|Genetics, published by Oxford University Press on behalf of the GSA, are run by scientists, for scientists, and embody the principles of peer-editing, where every editor who makes a decision on manuscripts submitted to GENETICS and to G3 is a practicing scientist. The journals support the mission of GSA, offering two distinct scholarly platforms for the communication of high-quality, original genetics research and key foundational discoveries.

The Peer Review Coordinator will oversee and participate in multiple aspects of peer review at the GSA Journals. The position has three principal roles:

1) The Peer Review Coordinator will manage the GENETICS Peer Review Training Program. Through this program, participants receive online virtual training in peer review, review manuscripts for GENETICS over a 2-year period and receive editor feedback when possible. The program has evolved over the years, and the incoming Peer Review Coordinator will periodically evaluate current workflows and procedures and revise the program to meet the current needs of the community. This will involve creating program materials, reporting to evaluate the program and outcomes, overseeing regular application cycles and onboarding, hosting in-person or virtual peer review training workshops at GSA conferences, and encouraging editor feedback. Training Program duties will vary throughout the year, according to the program cycles.

2) On a daily basis, the Peer Review Coordinator will ensure that manuscripts comply with journal data policy (both at submission and acceptance), that submissions contain the
required elements for peer review to take place, and that other journal formatting requirements are met. The Coordinator is also responsible for using the manuscript submission system (eJournal Press) and assigning manuscripts to editors for peer review. The Coordinator will assist the Editorial Office as requested during the peer review process.

3) On a daily basis, the Peer Review Coordinator will create Peer Review History documents when authors opt into Open Peer Review. These documents will be published alongside the accepted manuscript. The Coordinator must maintain reviewer confidentiality and work with the Editorial Office to ensure that the files enter production without delays.

Due to the time sensitive nature of this position, the Coordinator must be an independent worker who is able to identify priorities and adhere to schedules. The GSA Journals are known for their high level of customer service, diplomacy, and responsiveness to editors, authors, reviewers, and other stakeholders. Clear and prompt communication is essential in this role, as is a willingness to listen and respond calmly and clearly in challenging situations.

If applying as a full-time employee, the Coordinator may also be called upon to complete other tasks as needed and may work closely with the Managing Editor to implement peer review initiatives.

This position reports to the Managing Editor.

**Major Duties and Responsibilities:**

- **GENETICS Peer Review Training Program Management** (weekly 15-25%; program schedule dependent)
  - Regular reporting on the program and outcomes
  - Overseeing the application and decision cycles for the program
  - Onboarding 1-2 new sets of program participants per year
  - Developing curriculum as needed
  - Creating and hosting an in-person peer review training program at GSA Conferences as requested

- **Manuscript Quality Control** (daily - 25%)
  - Performing standard quality checks on incoming manuscripts
  - Checking each manuscript submission for data policy compliance
  - Quality check and link Figshare submissions to each manuscript
  - Assigning new manuscripts to the appropriate section editors
  - Assigning resubmissions and revisions to editors and provide full history details to enable clear processing on their end
○ Checking each accepted manuscript for completeness and data policy compliance before it enters production
○ Overseeing incoming Portable Peer Review consults and workflow
○ Resolves file size errors as PDF’s transfer to bioRxiv

● Open Peer Review (daily - 20%)
  ○ Daily creation of Review History PDFs and related files for publication. This includes:
    ■ Decision letters
    ■ Reviews (with identifying information removed)
    ■ Response to Reviewers
    ■ Manuscript Review Timeline

● Other tasks as needed (30%)
  ○ Series development and assistance
  ○ Editorial Office inquiries related to peer review and at times may act as a scientific resource
  ○ Peer review related improvements or initiatives
  ○ Evaluating and growing the Peer Reviewer base
  ○ Developing and implementing initiatives to expand reviewer diversity at all levels
  ○ Aiding editors in obtaining peer reviewers when requested
  ○ Editorial Board Management
    ■ Masthead/Website Updates
    ■ Expertise Sheet management
    ■ Expertise Organization within eJournalPress
  ○ Proof review coverage and production checks for Managing Editor as needed
  ○ Additional tasks as requested by Managing Editor

This position description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other functions as assigned.

Work Conditions:

Travel: Attend some GSA and other industry conferences, which may include weekends and evenings.

Skills and Qualifications:

● Graduate degree in genetics or related field; MS or PhD
● Basic understanding of the academic and scholarly publishing ecosystem
● Microsoft Office and Google Drive proficiency required
● Familiarity with eJournalPress preferred
● Familiarity with Figshare and/or Dryad preferred
● Familiarity with Ithenticate preferred
● Attention to detail and accuracy
● Ability to work closely with others and to promptly respond to inquiries
● Capable of prioritizing work assignments as well as meeting and monitoring multiple projects and deadlines in an independent manner
● Ability to handle confidential information
● Ability to analyze program data and trends, including recognizing challenges and opportunities
● Highly collaborative, forward-thinking, and team-oriented
● Awareness in cultural competency in working with international authors and non- fluent English speakers; experience preferred
● Travel up to 2 times per year to host GSA sponsored Workshops
● Willingness to develop a career in scholarly publishing and take necessary steps for professional development such as attending scholarly publishing workshops, meetings, or other publishing events

Benefits:

This is a full-time, exempt position. GSA offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

Location:

This position is located Pittsburgh, Pennsylvania, however, we will consider a remote worker.

To Apply:

For more information and to apply, visit http://www.faseb.org/employment. Please send a cover letter and salary requirements with your resume.

For information on the Genetics Society of America (GSA), please visit this site:  https://genetics-gsa.org/about-gsa/

GSA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.