Job Title: Peer Review Coordinator
Classification: Full-time (37.5 hours/week), Non-Exempt status
Reports to: Associate Publisher, Peer Review
Date: May 2, 2022

The American Physiological Society (APS) was founded in 1887 and is a global leader in expanding knowledge related to biological function. It connects a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines. The members are advancing treatments and cures for everything from cancer and heart disease to obesity and addiction. They are also deepening insight into living organisms, helping us to better understand how things like climate change are affecting the world around us.

APS is seeking to hire a dynamic Peer Review Coordinator who will help support the day-to-day administration of peer review for the select journals within the APS publishing program.

About APS Publications
APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best-in-class publishing service for our authors, reviewers, editors, and the physiology community.

Essential Duties:

Manuscript Check-In Process
- Process newly submitted manuscript records
- Conduct technical checks of manuscripts using appropriate checklist protocols to ensure each paper adheres to journal guidelines and style requirements
- Pass back manuscripts to authors that do not meet guidelines and requirements for correction prior to sending paper out for review
- Enforce supplemental data and other policies
- Check manuscripts for ethical requirements and verify affiliations within system
- Collect relevant documentation and forms
Peer Review Process

- Serve as day-to-day liaison with authors and editors
- Provide high-quality customer service support and handle all correspondence thoughtfully and professionally
- Monitor the status of records in submission and follow up on revisions as appropriate
- Regularly maintain accurate user (editor, reviewer, and author) database, edit records, assign permissions, merge duplicate accounts as needed
- Assist with the resolution of problems with revised records as needed
- Identify and flag ethical concerns to editor and APS publications staff.

Accepted Manuscript

- Validate metadata and files for AiPS publication
- Publish accepted records in AiPS on a regular agreed upon schedule (weekly)
- Secure and confirm files and documentation for production
- Confirm all ethics issues have been resolved
- Confirm that author has made repository link freely available and has obtained necessary permissions for figure reuse
- Export digital records to the production system, transfer materials to journal supervisor
- Assist in resolving issues with records exported to AiPS

Administrative and Support Duties

- Provide general administrative support for special projects and social media at the direction of the editor
- Participate in regular check-in meetings with editor and APS staff to ensure positive communication and understanding of ongoing expectations
- Monitor invitations for incoming Associate Editors and Editorial Board members
- Provide support to the editor on all issues about peer review and policies
- Identify and communicate bottlenecks; contribute to continuous improvements
- Assist in resolving all issues for the external users of the submission site
- Assist with problems that have gone to the Editorial Department for production
- Assist in journal promotional projects such as social media posts and compilation of newsletter materials
- Respond to questions regarding the peer review process (authors, editors)
- Provide coverage for other peer review department team members during vacations and sick time
- Serve as liaison to other APS departments
- Assist in resolving technical issues with the system vendor
- Communicate system issues with supervisor
- Contribute to positive scores on author surveys
Skills and Qualifications:
1. Required BA or BS degree
2. 2+ years of relevant experience
3. Experience in scholarly publishing, specifically in scientific or medical publishing setting highly desirable.
5. Excellent oral and written communication skills, including collaboration skills.
6. Strong prioritization and time management skills, the ability to meet deadlines.
7. High computer proficiency and experience with Microsoft Office products
8. Data analysis skills, including tracking journal submissions and timeliness of peer review.
9. Motivated and achievement oriented.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change with or without notice.

Benefits:
This position is a full-time non-exempt position. APS offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible spending; life and short- and long-term disability insurance. Close to metro and bus service with free parking.

To Apply:
All qualified applicants must send a cover letter with salary requirements and resume to resume@physiology.org.

Individuals with disabilities:
If you need an accommodation to complete the application process, please contact FASEB’s Human Resources Department at resumes@faseb.org.

To learn more about APS, please visit: https://www.physiology.org

APS 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.