



THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

Position Title: Assistant Managing Editor
Status: Full-time (37.5 hours/week), Exempt Status
Date: August 10, 2023
Reports to: Director of Publications
Department: Publications

The American Association of Immunologists (AAI) is a scientific membership society representing researchers in the exciting field of immunology. AAI has a rich tradition of contributions to the field and support of its members. Since the global COVID-19 pandemic began, AAI has taken an increasing role in translating immunology for the public to enhance understanding of the central role immunology plays in health. As rapid advances in the field continue to generate new ways of diagnosing and treating a plethora of diseases, the foundational discoveries that AAI members make and publish lead to tomorrow's healthcare staples.

AAI is seeking an **Assistant Managing Editor** who will help support the strategic development and growth of the AAI journals. The ideal candidate is a trained scientist with a background in immunology and/or microbiology; a self-starter with knowledge of the current scholarly publishing landscape; and a good communicator with a solid appreciation for the written word. A desire to learn about publishing processes, peer review ethics, and copyright is strongly preferred. The candidate should have a high degree of self-awareness, good interpersonal skills, and the ability to maintain strict confidentiality. The Assistant Managing Editor will report to the Director of Publications.

AAI is currently assessing its publishing enterprise. In addition to the responsibilities outlined below, the Assistant Managing Editor will be part of a team instrumental in any action taken as a result of the findings.

Responsibilities include:

- Using the reviewer database, suggesting reviewers to editors based on areas of expertise; supporting all aspects of the peer review process; and contributing to the maintenance of a comprehensive and adequate reviewer database
- Developing an understanding of peer review ethics, the use of artificial intelligence, and image forensics

- Helping to deliver a welcoming and professional experience for an increasingly diverse pool of authors, reviewers, and editors in collaboration with the journal editorial boards
- Remaining professionally engaged and current in the fields of immunology and microbiology
- Researching current trends in immunology and assisting guest editors to produce special collections
- Helping to maintain a professional nurturing environment for journal staff
- Using statistical analysis to evaluate and report on journal performance
- Writing journal summaries for multiple uses, including social media
- Helping to prepare presentations to the editorial boards and AAI Council
- Working with the Director of Publications and others to develop new initiatives
- Serving as a scientific resource for AAI
- Assisting other departments with projects

Qualifications:

- A degree in immunology, microbiology, or a related field required; research focus in immunology strongly preferred. Experience in scientific publishing preferred

Skills:

- Good communications skills—both oral and written-- for both scientific and general audiences; experience with multiple forms of social media
- Excellent interpersonal skills working with a journals team
- Strong organizational skills to balance issue deadlines and long-term projects
- Good data analysis skills including journal and editorial team performance metrics
- Experience with peer review management systems and processes, and Microsoft Office tools

Benefits

This is a full-time, exempt position. AAI offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

Location

This position is located in Rockville, Maryland and within walking distance of the Metro and on major bus lines. AAI is currently on a hybrid work schedule, with most employees required to be in the office 1-2 days per week.

To Apply

For a detailed job description and to apply, visit <http://www.faseb.org/employment>.
Please send a cover letter with salary requirements and resume.

If you need an accommodation to complete the application process, please contact FASEB Human Resources Department at resumes@faseb.org

To learn more about AAI, please visit www.aai.org

AAI 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.