The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 10,000 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 Scientific Publication Compliance Manager of Mass Spectrometry focusing on outreach to authors to assist with adherence to publication and data accessibility guidelines for mass spectrometry.

The Mass Spectrometry Publication Compliance Manager ensures that authors who submit spectrometric datasets meet the required guidelines. This position helps ensure that manuscripts describe experimental strategies and results that include documentation of primary data and thus allow independent assessment of the reliability of the results. The Manager ensures that all relevant datasets are publicly available to the community upon publication.

Responsibilities:

- Evaluates manuscripts for adherence to journal publication guidelines
- Reviews proofs of issues and articles, ensuring adherence to compliance expectations
- Assists authors with compliance procedures regarding journal publication guidelines.
- Serves as the main point of contact for compliance issues related to the assigned journal
- Reviews correspondence on behalf of the journal with authors prior to scientific peer review
- Maintains journal procedures and compliance guidelines
- Enforces the journal’s guidelines with authors, editors, and journal staff
• Prepares reports on compliance on a regular basis
• Attends MCP meetings approximately 2-3 times per year
• Ensures compliance with journal publication guidelines
• Adapting to shifting responsibilities as needs arise
• Other duties as assigned

Skills and Qualifications:
• Ph.D. in biological chemistry/life sciences with a strong focus on Mass Spectrometry/Proteomics/Lipidomics
• Strong and broad knowledge of proteomic techniques used for peptide and protein identification, post-translational modifications, and quantification
• Strong writing and verbal communication skills
• Strong organizational skills and attention to detail
• Fast learner and self-motivated
• Represent the Society and the Journals in conferences and events
• Ability to meet deadlines
• Ability to work independently and within a team with minimal supervision
• MS Office skills
• Able to work on site in our Rockville, Maryland office

Benefits:
This is a full-time, exempt position. ASBMB 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.

Location:
This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

How to Apply:
Please send a cover letter and salary requirements with your resume by visiting: https://www.faseb.org/employment.

To learn more about ASBMB, please visit www.asbmb.org.

ASBMB 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.