### THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS, INC (AAI)

#### Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Status</th>
<th>Reports to:</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Production Coordinator</td>
<td>Non-exempt</td>
<td>Senior Production Coordinator</td>
<td>AAI Publications Office (The Journal of Immunology and ImmunoHorizons)</td>
<td>11/08/2019</td>
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#### PRIMARY FUNCTIONS:
- Ensures timely, professional and cost-effective production of AAI journals by working with vendors for print and composition, online hosting, and advertising services.

#### MAJOR DUTIES AND RESPONSIBILITIES

**Production Services**
- Monitors the production processes of *The Journal of Immunology* and *ImmunoHorizons* by overseeing the workflow among the compositor/printer, advertising agency, journal online host, and Editorial Office, and ensuring production schedules are met without loss of quality control.
- Alternates responsibility for the bi-weekly journal processes with the Senior Production Coordinator. This includes but is not limited to:
  - reviewing the Final Order of Makeup and resolving discrepancies
  - reviewing advertising order book
  - reviewing and approving imposition, coordinating house filler and complimentary ads, and updating front matter as required
  - reviewing bluelines, coordinating with advertising agency and staff as necessary, and giving final approval
  - determining press run for each issue
  - monitoring online journal production and working with Webmaster and Web Support to ensure timely and correct placement of each issue
  - replying to author queries regarding errata and embargo policies
  - investigating and composing errata for corrections
  - monitoring and suggesting improvements to production quality control procedures
  - coordinating Letters to the Editor with Editors-in-Chief
  - assisting with updating the advertising Media Kit each year
  - assisting with updating “Information for Authors” published on the publications web pages
- Uploading all digital advertising from Google Ad Manager to journal website; preparing reports for advertising agency
- Sending cover selections to the Editor-in-Chief and creating the cover based on his/her choice
- Posting online and email alert ads in a timely manner
- Uploading and monitoring timely web content (carousel) for *The JI* and *IH*.

Other duties and special projects as assigned.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.
<table>
<thead>
<tr>
<th><strong>Position</strong></th>
<th><strong>Department</strong></th>
<th><strong>Purpose</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications Director</td>
<td>The JI and IH</td>
<td>Provide information; perform special assignments/tasks</td>
</tr>
<tr>
<td>Senior Editorial Manager</td>
<td>The JI and IH</td>
<td>Provide information; coordinate procedures, special projects as assigned</td>
</tr>
<tr>
<td>Senior Production Coordinator</td>
<td>The JI and IH</td>
<td>Provide information; coordinate procedures</td>
</tr>
<tr>
<td>Science Coordinator and other staff scientists</td>
<td>The JI and IH</td>
<td>Coordinate procedures</td>
</tr>
<tr>
<td>Editorial Assistants</td>
<td>The JI and IH</td>
<td>Assist or give instruction</td>
</tr>
<tr>
<td>Executive Director/Executive Editor</td>
<td>AAI</td>
<td>Provide information, special projects as assigned</td>
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<tr>
<td><strong>External</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editors’ offices and staff</td>
<td></td>
<td>Assist; provide information; give instruction; notify of new procedures if needed</td>
</tr>
<tr>
<td>Production Services provider and Print Vendor</td>
<td>DJS, Sheridan</td>
<td>Monitor and provide information to ensure quality and schedules are maintained</td>
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<tr>
<td>Online Host</td>
<td>HighWire</td>
<td>Monitor and provide information to ensure quality of online journal</td>
</tr>
<tr>
<td>Advertising Agent</td>
<td>MediaWest</td>
<td>Monitor and provide information to ensure timely publication of advertising</td>
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**EDUCATION LEVEL:**
High School Diploma required; Bachelor’s science/English/journalism/business. Will consider some college credits with sufficient work experience in STEM publications production

**EXPERIENCE:**
Knowledge of HTML, XML, basic coding and webpage setup required; three plus+ years of experience in print and web-based journal publishing preferred. Experience in scholarly journal publishing preferred.

Additional requirements:
- Excellent interpersonal communication skills
- Ability to multi-task, establish priorities, and work independently
- Strong writing, grammar, copy editing, and proofreading skills
- Awareness of the policy and ethical issues of scientific pursuit and conduct
- Ability conceptualize an idea and carry it through to the end
- Familiarity with Council of Science Editors Style Manual

**Technical Skills and Experience**
- HTML, XML authoring/editing: Expert
- Dreamweaver: Expert
- Problem solving ability: Expert
- Oral & written communication skills: Expert
- Organizational skills: Expert
- Ability to meet deadlines: Expert
- Attention to detail: Excellent
- Adobe Creative Suite (Acrobat, Photoshop, Illustrator): Excellent
- Writing and Computer Skills: Excellent
- Microsoft Word: Proficient
- Customer service: Proficient
- G Suite: Proficient