American Association for Clinical Chemistry
Job Description

Job Title: Editorial Specialist
Department: Publications, Journals
Reports to: Managing Editor, Journals
FLSA Status: Non-Exempt
Salary Level: II
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Prepared date: August 11, 2015

SUMMARY
The Editorial Specialist will focus on the peer review process for the new journal, Journal of Applied Laboratory Medicine and AACC Publication. The Editorial Specialist will be responsible for all aspects of the scientific peer review process while maintaining confidentiality and all timeliness requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

Responsibilities-
- Confirm all authors successfully completed disclosure, authorship and copyright agreements for all submissions.
- Verify all submissions released to Associate Editors have met journal requirements.
- Provide editorial support to editors, authors, and reviewers and handle all manuscripts throughout the peer review process using Bench>Press manuscript tracking system.
- Invite, confirm and communicate with all authors of commissioned content (Special Issues, Editorials, Reviews, Mini-Reviews, Replies, Perspectives, Opinions, etc.).
- Solicit reviewers and follow-up as required to meet all timeliness requirements while keeping issue schedules a top priority.
- Perform timely queue checks to avoid any backlog in the submission system.
- Suggest improvements to increase efficiency in manuscript tracking system and peer-review procedures.
- Prepare correspondence for authors and reviewers as requested by editors in an accurate and timely manner.
- Work directly with Journals Media Specialist for all social media initiatives.
- Monitor and update Journal website and app to ensure up-to-date information, accuracy and timeliness.
- Ensure Information for Authors specific is up-to-date and accurate.
- Serve as backup to other Editorial Specialists as needed.
• Proof final monthly issue for accuracy along with Production Specialist.
• Meet all issue deadlines for Journal publication.

**Administrative Support**
• Respond to all inquiries from authors and reviewers by phone or email.
• Answer telephone in a courteous and professional manner.
• Perform special projects as directed by the Editor and Managing Editor.

**Miscellaneous Responsibilities**
• Maintain a positive working relationship with supervisor and co-workers.
• Interacts with all AACC employees to facilitate positive working relationships.
• Satisfactorily complies with association policies and procedures.
• Minimal travel may be required.

**SUPERVISORY RESPONSIBILITIES**
This position has no supervisory responsibilities.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE**
Bachelor’s degree with editorial office experience. Ideal candidate will possess at least two years of related experience in a peer-reviewed academic journal's editorial office. This person must be able to manage multiple tasks and meet deadlines. Familiarity with the Bench>Press System highly desirable. Excellent interpersonal, communication, and customer service skills are essential. Attention to detail is a must.

**LANGUAGE SKILLS**
Ability to read, analyze, and interpret documents such as a procedures manuals and operating and maintenance instructions. Ability to prepare and write routine reports and correspondence. Ability to speak to authors and reviewers (both domestic and international) in an articulate and professional manner.

**MATHEMATICAL SKILLS**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**
Ability to define problems, collect data, establish facts, and draw valid conclusions.

**COMPUTER SKILLS**  
Strong typing and word-processing skills needed. Proficiency in Microsoft Word, Excel, PowerPoint and Windows applications is required.

**PHYSICAL DEMANDS**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit at a workstation and use a personal computer and telephone. The employee must regularly lift and/or move general office supplies, files or boxes weighing up to ten pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**  
The noise level in the work environment is usually quiet.