Job Title: Peer Review Coordinator

Classification: Non-Exempt

Reports to: Associate Publisher, Peer Review

Date: May 2, 2022

Summary/Objective:
We are seeking 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

Competencies
1. Experience in scholarly publishing, specifically in scientific or medical publishing setting highly desirable.
2. Knowledge of editorial processes and scientific peer review.
3. Excellent oral and written communication skills, including collaboration skills.
4. Strong prioritization and time management skills, the ability to meet deadlines.
5. High computer proficiency and experience with Microsoft Office products
6. Data analysis skills, including tracking journal submissions and timeliness of peer review.
7. Motivated and achievement-oriented.

Required Education and Experience:
- BA or BS
- 2+ years of relevant experience
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 is a full-time, non-exempt position. APS 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 are offered.

How to Apply: Please send your cover letter and resume to resume@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.