



**Development Editor, *Analytical Chemistry* / *ACS Sensors* – ACS International**  
**Location: Beijing, China**

ACS International (ACSI) is looking for a Development Editor in China.

ACS International, Ltd. (ACSI) is a wholly-owned subsidiary of the American Chemical Society. ACSI is comprised of representatives that serve the scientific community worldwide. Employees represent products and services provided by ACS divisions, including ACS Publications and CAS to the world's most important scientific companies, government organizations, global patent offices and academic institutions to promote research and discovery.

ACS Publications is rapidly expanding its global editorial presence in key markets and the *Analytical Chemistry* / *ACS Sensors* Development Editor will have the opportunity to be part of this exciting phase. *Analytical Chemistry* is the leading journal in the field since it first published in 1929 and is considered the most influential and most cited journal that publishes original and impactful research in all branches of analytical chemistry and measurement science. *ACS Sensors*, launched in 2016, covers all aspects of chemical and biological sensors.

The Development Editor will be responsible for supporting the editorial peer-review process and coordinating the communication of editorial decisions for *Analytical Chemistry* and *ACS Sensors*. The incumbent will support and manage scientific evaluation of manuscripts, write decision rationales and communicate editorial decisions, facilitate manuscript transfers, and handle appeals. The incumbent will be required to communicate with editors on a routine basis to build a strong rapport, and to ensure consistency across editorial decision-making. A high-degree of business professionalism in both written and verbal communications, as well as in-depth technical knowledge to address scientific questions are essential.

The qualified candidate will be comfortable working with external stakeholders including editors and authors. The incumbent should be willing to learn about new scientific fields to understand the breadth of research published in the journals and their relationship to other journals in the ACS portfolio as the scope of these journals may evolve. The candidate will focus on maintaining a positive author experience while assisting the Executive/Associate/Managing Editors, and Editors-in-Chief to streamline *Analytical Chemistry's* and *ACS Sensors'* peer-review processes.

The candidate must be self-motivated and should have a strong track record in chemistry and the measurement sciences, be familiar with the measurement science research communities, be well-versed in the peer-review process, and be able to juggle multiple tasks to meet deadlines. In this role, the incumbent will have the opportunity to collaborate with an exceptional team of internationally respected editors and journal staff, including the ACS staff points of contact and the Editors-in-Chief based abroad.

The Development Editor will report to the Associate Publisher in the Beijing office.

**Accountabilities**

- Assist the Editors-in-Chief, Executive/Associate/Managing Editors with:
  - Evaluation of submitted manuscripts for suitability to each journal
  - Preparation and written communication of editorial decisions
  - Development, organization and dissemination of internal documents to facilitate the editorial peer-review process (criteria for decisions, decision messages, communication/collaboration with editorial offices)

- Refinement of the editorial peer-review processes at *Analytical Chemistry* and *ACS Sensors* in collaboration with the editorial teams and journal staff
- Facilitate the workflow for transfer of declined manuscripts to other ACS journals (requires understanding journal scopes across a subset of the ACS Publications portfolio as well as establishing relationships with the editorial teams of sister ACS journals)
- Coordinate author appeals of decisions made by Editors
- Maintain contact with authors, reviewers, and outside experts including those in the publishing industry
- Maintain an in-depth understanding of the chemical sciences and developments in the field, trends and needs within the communities served by the journals and publications portfolio

#### **Required Skills**

The successful Development Editor must be highly self-motivated and have a strong background in chemistry and the measurement sciences. S/he will be comfortable working with external stakeholders including editors and authors. The incumbent will assist the Executive/Associate/Managing Editors, and Editors-in-Chief to streamline the editorial peer-review processes at each journal with a focus on maintaining a positive author experience. In addition to these general skills and personality traits, the following skills are required:

- Ability to relate successfully to a variety of external and internal stakeholders and form strong working relationship with staff, editors, board members, authors and reviewers
- Attention to detail, excellent organizational and time-management skills, ability to prioritize, work under pressure, manage own workload, and meet deadlines
- Ability to make timely decisions by analyzing relevant details, sometimes with incomplete information and limited time
- Proactive approach to problem solving, self-confidence, strong resourcefulness, self-motivated, and independent thinking
- Moderate travel is required

#### **Required Qualifications:**

- Combined 5+ years of relevant training and experience in an academic or industrial chemistry setting
- Advanced degree (Ph.D.) in analytical chemistry and/or related areas of chemical sciences
- Highly responsive to email communications and hands on experience using software applications and MS Office
- Excellent verbal and written communication skills in English (skillful use of English language, grammar, and syntax)
- Experience in STM publishing will be a plus

*To apply for a position, please submit your cover letter and CV to [careers@acsi.info](mailto:careers@acsi.info)*