



Development Editor – Beijing, China

Division and Unit Overview

The American Chemical Society is the world's largest scientific membership association and one of the top ten science publishers in the world. The Publications Division of the American Chemical Society provides to its members and worldwide scientific community a comprehensive collection of high-quality information products and services for the practice and advancement of the chemical sciences. The Division publishes a weekly news magazine and over 50 internationally respected high-quality peer-reviewed research journals that serve the broad interests of the chemical-related scientific and engineering markets. The Division also publishes several edited and authored books. The Global Journals Development department is responsible ensuring that the division's journals are the best possible, serving the needs of the global chemistry community.

The Editorial Services team within Global Journals Development houses four main sub-teams: Products & Analytics, Product Support, Peer Review Services, and Editorial Vendor Management. The Product Support team is focused on developing and implementing solutions to address cross-portfolio needs in support of strategic initiatives as identified by the Global Journals Development team. Development Editors within the Product Support team are assigned to specific initiatives based upon need and matched skillset.

Position Summary

This Development Editor's role will be split between two primary responsibilities: 1) Associate Coordinating Editor for *ACS Applied Biomaterials*, and 2) Author and Reviewer Services outreach efforts in China.

As Associate Coordinating Editor, the incumbent will provide support for the Editor-in-Chief office and remote support for Associate Editors for *ACS Applied Biomaterials*. This position performs the procedural and administrative duties required in the peer-review processing of approximately 1000 manuscripts per year. The number of manuscripts is expected to grow in subsequent years.

As Development Editor assisting with Author and Reviewer Services outreach efforts, the incumbent will liaise with colleagues from Editorial Development, Products & Analytics, and Marketing, as well as the Manager, Peer Review Operations, to support strategic outreach initiatives in China. Examples of work that this role would encounter include: conceptualizing the piloting strategies for expanding our peer reviewer pool in China in partnership with the ACS Reviewer Lab product; or visiting local institutions to provide author and reviewer workshops.

Work Style

The incumbent will work in our ACSi office in Beijing, China, with minimal supervision. Work is reviewed as needed. Resolves non-routine problems, and applies established practices and procedures to daily work. Seeks guidance on non-routine problems as needed. The incumbent reports to the Manager, Peer Review Operations, located in Beijing, China.

Position Accountabilities

- 1) As Journal Office Administrator for *ACS Applied Biomaterials*:
 - a) Follow standard practices for processing manuscripts submitted for peer-review with appropriate adaptation to fit the need of the journal's scientific constituency and the work habits of the Editor-in-Chief and Associate Editors
 - b) Demonstrate excellent customer support and communication skills in working with authors and reviewers.
 - c) Demonstrate a basic understanding of copyright policies and procedures, including obtaining appropriately signed and completed copyright status forms and other forms necessary to ensure all rights are received.
 - d) Use *ACS Paragon Plus*, ACS' Web-based peer review management system, to monitor and support the peer review process.
 - e) Use the available reporting system to generate and distribute appropriate reports.
 - f) As appropriate, conduct research to provide editor(s) with additional information regarding manuscript authors, subject area, or potential reviewers.
 - g) Coordinate with ACS staff, where appropriate, to resolve author and reviewer submission problems as required.



- 2) As Development Editor supporting Author and Reviewer Services outreach in China:
 - a) Participate and Support Local Events
 - i) Attend meetings to maintain contact with the community.
 - ii) Coordinate Editor's (both internal and external) travel to China.
 - iii) Act as local support for journal events (workshops, EAB meeting), and assist Managing Editor for logistics, e.g., translation, marketing promotion in China, identifying and inviting speakers and venue for a EBM/Editor meeting, transportation etc.
 - iv) Participate in ACS Events and provide local supports as necessary, including language support, translation of promotional materials, logistics, onsite supports etc.
 - b) Assist Marketing in Driving Social Media Engagement with Content
 - i) Work with EiC to manage journal level WeChat groups, including responding questions, posting news, reporting issues reflected by WeChat group members.
 - ii) Manage journal level content for ACS WeChat account. This includes selecting, writing or translating promotional articles for ACS Journals, content focus on authors and reviewers, researcher interviews, journal level news/events, survey etc.
 - iii) Monitor publishing trends and feedbacks to ACS Journals from community.

Education/Experience/Technological Knowledge

Bachelor's degree or equivalent experience; advanced training or experience using standard office software packages (Microsoft Word and Excel, internet browsers, email) and advanced training in office procedures; 5+ years of related experience. Excellent communication skills required, both verbally and in writing, with members of the scientific community; facility to interact expediently and diplomatically with an international customer base of authors and reviewers; some knowledge of scientific peer review.

To apply for this position, please submit your cover letter and CV to careers@acsi.info