



Manager, Editorial Development- ACS International

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 Journal Publishing Group publishes 49 internationally respected, high-quality peer-reviewed research journals. All publications serve the broad interests of the chemical-related scientific and engineering markets. The Global Editorial & Author Services department provides operational support to journal editorial offices, oversees cost-effective professional editorial support of peer review, provides oversight of administrative checks to the more than 100,000 submissions received annually, educates editors, authors, and reviewers on best practices, maintains and oversees development of the web-based peer review system, develops and ensures editorial office budget compliance, and serves customers through a helpdesk that is staffed around the clock. The operations of this group are critical to retaining quality Editors, Authors, and Reviewers.

ACS International is currently seeking a Manager, Editorial Development based in Beijing.

This position reports to the Vice President, Global Editorial & Author Services and, working with the Director of Peer Review operations, is responsible for developing an editorial support operation based in Asia. The incumbent demonstrates knowledge of editorial offices and office procedures/practices and of the needs of editors, authors, and reviewers in their editorial interactions. The incumbent must have familiarity with web-based submission/review systems and processes. The incumbent will help identify and train peer review professionals to serve the needs of Editors, Authors, and Reviewers located around the globe, but with a focus on the unique needs of scientists located in Asia. S/he will foster the growth of the pool of qualified reviewers from among the active researchers at institutions in Asia. The incumbent collaborates with ACS staff from Editorial & New Product Development, Journal Production & Manufacturing Operations, and Sales & Marketing to implement strategic initiatives for ACS Publications in Asia to increase presence and partnerships for ACS journals in Asia. S/he also represents ACS Publications to the scientific community in Asia through laboratory visits, regional and international conferences and represents Global Editorial and Author Services at editorial board meetings and similar gatherings.

Position Accountabilities

- Develops peer review support capabilities in Asia which may include participating in the selection and onboarding of vendor partners if feasible, or in the development of an in-house pool of editorial resources
- Supervises the training of vendors using ACS Paragon Plus and PubsHelp functionality on ACS-specific protocols/processes
- Liaises with Global Editorial & Author Services staff for the planning and execution of Peer Review workshops held in Asia. Represents ACS Publications at these events, engaging with the community to increase awareness of and preference for ACS Publications.

- Monitors ACS Publications and competitor statistics specific to Asia, reporting on publishing practices, Editor, author and reviewer services, and local marketing initiatives to Global Editorial & Author Services, Editorial Development, and Sales and Marketing staff.
- Acquires and maintains a deep understanding of the needs and trends within the communities served by the journals and publications portfolio. Maintains contacts with editors, authors, reviewers, and outside experts, including those in the publishing industry, in Asia to increase understanding of researcher workflows, publishing practices, funding trends, and other matters that impact ACS Publications journal authors, reviewers, and Editors.

Requirements:

- College degree or equivalent experience; usually has an advanced degree or equivalent experience; advanced degree (Ph.D.) in the sciences, (chemical, physical or biological sciences), is preferred
- 7+ years of experience operating and/or supporting a publications program.
- Experience in peer review desired.
- Demonstrated proficiency with Web-based peer review tools and the Microsoft Office Suite of programs.
- Data analysis skills a plus.
- Excellent Mandarin and English written and verbal communication skills required.
- This position is based in Beijing, or Shanghai.

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