



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 for ensuring that the division's journals are the best possible, serving the needs of the global chemistry community.

Online submission and review of journal and book content is mandatory, using a combination of proprietary and commercial-off-the-shelf (COTS) technology. Prestigious Editors-in-Chief (EIC), located at academic institutions throughout the world, are responsible for providing editorial and strategic direction of the journals and books and for ensuring the quality of content through a rigorous peer review process. Associate editors, also located throughout the world, support the EICs in the peer review process and, work with local or remote editorial support staff to manage the flow of content and communications with authors, reviewers, and editors. Each journal has an editorial board, with the full complement of editors and board members meeting annually, either at ACS national meetings or in another venue.

Position Summary

The Peer Review Analyst role is critical in supporting editorial offices and retaining quality editors, editorial assistants, authors, and reviewers. The incumbent works within the Peer Review Services group and with cross-functional teams in the ACS Publications program overseeing and coordinating the set-up of journal editorial offices and operations and helping to develop, implement, and maintain effective practices and policies. He/she serves as the primary contact between ACS journal editorial offices and the Editorial Services business unit for issues related to editorial office and peer review processes and operations. He/she has at least an intermediate level knowledge of the needs of author and reviewer communities. The Peer Review Analyst works cooperatively and in concert with colleagues to ensure that editors and assistants are well trained and well supported, building the trust and confidence of those with whom he/she works.

The incumbent is responsible for providing and overseeing support for the activity of editors and editorial office staff. This includes the set up and support of systems and processes to support many different editorial models. The incumbent works with an assigned portfolio of journals to support and enhance ongoing operations either directly or through well-coordinated, team-based, project-oriented work, and to establish new operations as needed. He/she facilitates decisions regarding editorial office requests, resolves problems, and ensures consistent and effective communication with editorial offices and vendors, as well as other ACS business units, in all areas related to the submission, review, and acceptance of journal and book content, and as they relate to editorial office and peer review and operations.

The incumbent demonstrates knowledge of the end-to-end digital publishing process, of the workings of editorial offices, and of the changing needs of journal office administrators, editors, authors, and reviewers involved in the scientific publishing process. He/she may serve as a project lead and/or business owner for technology or process related issues and projects. Working with I.T., Editorial Development, Digital Strategy and Publishing Platforms, Marketing, and Production business units, as well as other teams within Editorial Services, the incumbent develops, documents, and communicates requirements for new processes and functionalities and serves as a liaison to editorial offices during requirements gathering, implementation, testing, deployment, and monitoring of the resulting functionality.

He/she may monitor the effectiveness and efficiency of editorial offices. The incumbent handles and appropriately communicates reports and confidential information. He/she interacts directly with ACS editors and can be asked to represent Editorial Services at editorial board meetings. He/she works closely with staff from other business units and with other peer review analysts.

This position reports to the Manager, Peer Review Services.

Position Accountabilities

1. Support and enhance the strategic value of the ACS editorial offices.
 - Assist in establishing, developing and managing relationships with editors and editorial office staff.
 - As required, serve as business owner for technologies and functional developments related to peer review and editorial office workflow.
 - Monitor competitive practices, services, and technologies related to editorial offices and the peer review process.
 - Contribute to the development of policies and guidelines related to peer review and Editorial Services.
 - Facilitate and lead training, discussions, and initiatives for and among editors, editorial assistants and vendors on topics related to editorial operations.
 - Facilitate and lead meetings of editorial office assistants related to journal office workflow and the peer review process.
 - Serve as a central point of communication between the EIC office and vendor staff on issues related to Cloud Admin services.

2. Working alone or with cross-functional teams, oversee the tasks and responsibilities associated with Editorial Services.
 - Contribute to the effective opening, maintenance, and transitioning of editorial offices.
 - Advise Management and/or relevant business units on/about performance issues at editorial offices.
 - Lead and/or participate in the launch of new products /offices.
 - Lead an/or participate in the rollout of new services used by existing editorial offices.
 - Assist with the development of appropriate training materials and documentation for and lead and/or participate in the training of editorial assistants, editors, or vendors
 - Ensure that journal process documentation is correct and up-to-date.
 - Identify and encourage efficiencies within and among editorial offices, using data from the appropriate environment to support the identified change.
 - Monitor requests from editorial offices, editors, and vendors, ensuring that requests are acknowledged in a timely manner and prioritized appropriately.
 - Ensure that Journal Support & Configuration resources, as well as those in Editorial Services, are used in an effective manner, ensuring that the strategic and operational objectives of the Publications Division are met.
 - Participate in and present technology/policy updates and related information at editorial board meetings, as required.
 - Demonstrate knowledge of teams in Editorial Support, Editorial Development, and other business units and ensure that internal and external customers are routed to the team with the appropriate expertise.

3. Working with sensitive and confidential information, serve as an effective, tactful, and strong communicator with editors and assistants, and provide appropriate problem assessment and resolution for editorial office and peer review issues.
 - Utilize appropriate mechanisms and modalities for communication with editors and editorial offices.
 - Represent the peer review process and editorial offices in discussions with other ACS business units.

Education/Experience/Technological Knowledge

College degree or equivalent experience; 3+ years of related experience. Excellent communication, negotiation, analytical and organizational skills. Basic to intermediate Excel skills preferred. Experience working with Web-based applications, in particular applications that support online submission and the peer review process. Experience in scholarly publishing preferred. Travel required.

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