

Editorial Assistant position at EMBnet.Journal

EMBnet seeks an energetic Editorial Assistant to assist the Executive Editorial Board of EMBnet Journal (ENJ).

The Assistant, who will report monthly to Editorial Board meetings, and in person at the next Annual General Meeting, will assist the Editorial team in managing, maintaining and streamlining the ENJ editorial process, and monitoring the online journal.

This part-time post will commence on 1 October 2015 (1.10.15), for one year's duration, at a salary of €1,000 per month.

Candidates are invited to submit cover letters and CVs, to Erik Bongcam-Rudloff (erik.bongcam@slu.se) and Domenica D'Elia (domenica.delia@ba.itb.cnr.it). The deadline for applications is 1 September 2015.

Desired Skills and Experience

The successful candidate will be:

- goal-oriented and highly motivated;
- well organised;
- dedicated and deadline-driven;
- able to multi-task in a fast-paced environment;
- fluent in English, with excellent writing and communication skills;
- strictly attentive to detail;
- interested in the life sciences, and especially bioinformatics, and
- will have a strongly positive attitude.

Candidates possessing a Bachelor's degree (preferably in journalism, communications, creative writing, or related discipline), and with documented experience in the editorial field will be given priority.

Job Description

The job will involve a number of routine tasks, including:

- 1) monitoring deadlines and alerting the Editor in Chief and Section Editors to upcoming deadlines, using the Open Journal System (OJS);
- 2) handling correspondence with authors or potential authors;
- 3) tracking communications between the OJS and authors as their manuscripts progress through the editorial process;
- 4) reviewing accepted manuscripts for grammatical integrity and conformity to the Journal's style and editorial policies, and annotating with standard type-setting symbols;
- 5) reviewing galley and page proofs, and annotating with standard proof-reading symbols;
- 6) assisting the Editor in Chief and Section Editors in creating Special Editions (handling correspondence with guest editors, *etc.*);
- 7) helping to promote the journal (including making calls for papers via different media, and seeking advertisers).