

THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS, INC (AAI)
Position Description

Position Title Science Associate I	Status Exempt	Reports to Publication Director	Department AAI Journal Office (<i>The Journal of Immunology</i>)	Date 7/27/2017
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PRIMARY FUNCTIONS:

- Assists in directing the scientific aspects of the peer-review process of the AAI journals. The Science Associate will be responsible for the quality of all aspects of this process, including the appropriate assignment of editors and reviewers, and monitoring their review performance.
- Assists in the development of the scientific program for the annual meeting.
- Provides scientific expertise and direction to ongoing AAI activities.

MAJOR DUTIES AND RESPONSIBILITIES:

- To work with other PhD staff in all aspects of developing a comprehensive and adequate reviewer database
- To evaluate the content of submitted full-length manuscripts and appropriately assign Deputy and Section Editors based on their expertise and other established administrative criteria (e.g., availability, conflicts)
- Use an in-house database to establish a list of appropriate reviewers, based on scientific expertise and other established administrative criteria, for full-length manuscripts as well as manuscripts submitted to special sections
- To assist in the development of the scientific program for the annual meeting (including Abstract programming)
- To prepare written summaries of selected articles for “In This Issue”
- To carry out Social Media work, including regular posts in Twitter
- To assist with oral interviews of senior scientists
- To assist with other written materials for AAI as requested
- To assist the Director of Publications, Senior Editorial Manager, and any other staff with the peer review process
- To carry out image forensics analyses on accepted manuscripts
- To work with the Editor-in-Chief and the Director of Publications to handle all ethics/misconduct cases
- To assist the Director of Publications with the implementation of new initiatives
- To frequently attend meetings and seminars to fulfill the mandate of staying current with the field of immunology, to identify scientists who may serve as editors, reviewers, authors and annual meeting participants; and to promote *The Journal of Immunology* and *ImmunoHorizons*
- To serve as a scientific resource to AAI
- To assist with any special projects and duties as assigned

Positions, duties and responsibilities may be reassigned or modified by Management and as deemed necessary to fulfill the mission of AAI and the goals of *The Journal of Immunology* and *ImmunoHorizons*.

PRINCIPAL WORKING RELATIONSHIPS

Position	Department	Purpose
Internal		
Director of Publications	<i>Journals</i>	Facilitate efficient review and publication of submitted manuscripts; assist with various tasks related to publication of journals and office policy.
Senior Editorial Manager	<i>Journals</i>	As for Publications Director.
Production Coordinator	<i>Journals</i>	Facilitate publication of special sections.
Other staff PhDs	<i>Journals</i>	Work together on editor/reviewer selections and other shared tasks.
Editorial Assistants	<i>Journals</i>	Accomplish the peer-review process.
Executive Director	AAI	To help Executive Director with science-related issues, including but not limited to those of the annual meeting, courses and policies affecting members.
External		
Editor-in-Chief		Facilitate review process; prepare “In This Issue”; coordinate special sections; assist in suggesting replacement Section and Associate Editors each year.
Editorial Board		Facilitate review process.

Reviewers		Facilitate review process.
Authors		Facilitate review process; image forensics; assist as needed.
AAI Program Chair		Responsible for coordination and oversight of the scientific program for the Annual Meeting (including Abstract programming).
Committees or Chairs		Provide information as needed.
Contractors/Vendors		Provide information as needed.

EDUCATION LEVEL AND SUBJECT/MAJOR

Professional Degree (Ph.D., M.D., or related) in immunology, or related biomedical field with fluency in immunology

EXPERIENCE

Science Knowledge

Applicant should:

- Maintain a professional interest in, and awareness of, the field of immunology, its advancements and areas of opportunity
- Possess an understanding of, and experience in, the research process including training, conducting research, and publishing
- Have knowledge of the concepts and theories of journal peer-review

Technical Skills and Experience

Applicant should possess:

- Working ability with electronic publications (minimally as an author)
- Excellent electronic communications skills
- Competence with standard software, including Microsoft Office (Word, Excel, PowerPoint) and Photoshop
- Working ability with databases, PubMed, and other search engines
- Familiarity and working ability with various forms of popular social media

Experience with Illustrator, and/or proficiency with software designed to detect digital image manipulation would be a plus.

Management Experience

Applicant should possess demonstrable experience in independent project management.

Personnel and Office Experience

Applicant should possess:

- The ability to establish and maintain effective working relationships with staff
- Excellent management, social and professional business skills

Professional Representation

Applicant should possess a high level of comfort in dealing with the public and “customers”, “networking”, and promoting the goals of an organization convincingly and articulately.

Writing and Speaking Skills

Applicant should possess:

- Extensive writing and editing experience (required)
- Public speaking and presentation ability
- Excellent professional and interpersonal communication skills

It is not mandatory that the applicant have journal management and manuscript peer review administration experience but this would be a plus.

SPECIAL REQUIREMENTS

Indicate any special or professional requirements, e.g., licenses, certifications, necessary for this position.

None

COMMENTS:

It is expected that the Science Associate I shall possess a desire to promote the professional standing of AAI and its journals, be willing to learn new skills, comprehensively understand the goals of AAI and its journals, and take the initiative to identify opportunities for growth.