

The AMERICAN ASSOCIATION of
IMMUNOLOGISTS



Job Description: Director of Publications

Status: Exempt

Reports to: Executive Director

Date: August 21, 2017

Primary Function: The Director of Publications (DP) is responsible for the oversight and management of the journals owned by the American Association of Immunologist (AAI) - *The Journal of Immunology (The JI)* and *ImmunoHorizons (IH)*. The DP reports to and works closely with the Executive Director (ED), who is also the Executive Editor, the Editors-in Chief (EICs), and the Chair of the AAI Publications Committee to: 1) establish the strategic direction of the publications programs, 2) set publication policies, and 3) implement new technologies, systems, and journal features. The DP collaborates with the ED and other senior staff members on operational planning and decisions that affect the association as a whole.

Major Duties and Responsibilities

- Management of *The JI* and *IH* financial and business affairs
- Management of manuscript submission, journal production, and online hosting services and contracts
- Support of the EICs, Editorial Board, and Publications Committee
- Management of the journals' staff and related personnel issues.

The position requires a skilled professional with strong STM publishing knowledge and experience in journal management. Must have an ability to multitask, a strong eye for detail, the ability to bring projects to successful implementation, and to set timelines and stay on schedule. The candidate must be a confident, communicative individual able to represent AAI.

Detail of Duties and Responsibilities

1. Management of *The JI* and *IH* financial and business affairs, to include:

- Comprehensive understanding and responsibility for financial activities and business transactions of *The JI* and *IH*;
- Assisting the Director of Finance and staff with preparation of all budgets and financial statements for presentation to the ED as well as to relevant committees, the EICs, and the AAI Council;
- Reviewing and approving, prior to payment, all relevant invoices for accuracy and cost control; investigating and seeking resolution of discrepancies.
- Preparing proposals and RFPs for new or unbudgeted activities. Responsible for the RFP

process; inception; selection and implementation.

- Attending relevant meetings and presentations to stay abreast of innovative technologies and cost effective changes. Preparing associated reports and recommendations.

2. Management of manuscript submission, journal production, and online hosting services and contracts, to include:

- Ensuring an effective manuscript review process for *The JI* and *IH*. The DP shall have a complete understanding of the all processes and staff required to carry it out.;
- Recommending and implementing management strategies to enhance the review process, minimize costs, and improve staff efficiency and performance;
- The DP shall have hands-on knowledge of the manuscript tracking and review system. The DP shall coordinate all methods and processes with staff;
- Staying apprised of emerging issues and technology in journal production;
- Resolving serious issues for authors quickly, fairly and effectively while upholding the guidelines and policies of *The JI* and *IH*. Shall work closely with the EIC on such issues. Shall work with the Ethics Committee on issues of alleged scientific misconduct as it may arise in the review process or publications
- Oversight of all aspects of production (print and on-line) for a timely and visually effective product;
- Oversight of existing contracts, agreements, and interactions for print and electronic publications including:
 - Manuscript submission system
 - Print and electronic production
 - Online hosting
 - Other goods and services
- Serve as resource for, and coordinate with relevant staff on advertising services;
- Conferring with computer and database consultants and staff on upgrading equipment and software, and the best use of new technology; soliciting and/or writing content for AAI publications when required, both independently and in collaboration with *The JI* and *IH* staff, the EIC and the ED;
- Reviewing and approving text and graphics content including web-based ads.

3. Support of the EICs, Editorial Board, and Publications Committee, to include:

- Assisting the EICs in carrying out editorial policies and communicating with authors and the Editorial Boards;
- Staying abreast of standards of good practice including ethical guidelines for STM publishing, and codes of conduct for authors and journals. Must be knowledgeable of copyright laws.
- Consulting with the Chair of the Publications Committee on activities and issues; attending and assisting with the agenda and materials for Publications Committee meetings; tracking and following up on action items; assisting subcommittee activities;
- Collaborating with the Publications Committee Chair, the ED and the EIC in implementing policies or Council directives;
- Consulting with the ED and EIC on issues requiring legal counsel.

4. Management of staff and related personnel issues, to include:

- Supervising exempt and non-exempt, full-time and temporary personnel; appointing supervisors;
- Establishing goals and assessing staff performance; conducting or reviewing annual performance reviews; staying informed of competitive salaries for like positions and duties;
- Recruiting, interviewing, hiring, and terminating staff in coordination with ED;
- Providing adequate training and supervision for all employees;
- Reviewing and approving travel, classes, meetings, seminars, presentations or publications for staff;
- Assessing staffing levels and apprising ED;
- Monitoring, coordinating, and approving all types of leave; arranging back-up and coverage of all duties during leaves of absence.

Education Level:

MS or MBA preferred; BA/BS with significant, proven successful experience considered. PhD in immunology or related biological science, in addition to significant, proven successful experience, a plus

Experience:

Must have a minimum of 7 years of experience of managing scholarly scientific publications and supervising staff at the Director level. Must have significant project management experience. Professional writing and editing skills essential. Must possess understanding of the policies and ethical issues of scientific pursuit and conduct. Must have familiarity with other scientific journals for content, authors, publishing, and general editorial practices. Some travel required.

Positions may be reassigned and responsibilities may be modified, added or changed at any time to fulfill organizational requirements; other duties as assigned.