

THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS, INC (AAI)

Position Description

<i>Position Title:</i>	<i>Status</i>	<i>Reports to:</i>	<i>Department</i>	<i>Date</i>
Assistant Production Coordinator	Non-exempt	Senior Production Coordinator	AAI Publications Office (<i>The Journal of Immunology</i> and <i>ImmunoHorizons</i>)	11/08/2019

PRIMARY FUNCTIONS:

- Ensures timely, professional and cost-effective production of AAI journals by working with vendors for print and composition, online hosting, and advertising services.

MAJOR DUTIES AND RESPONSIBILITIES

Production Services

- Monitors the production processes of *The Journal of Immunology* and *ImmunoHorizons* by overseeing the workflow among the compositor/printer, advertising agency, journal online host, and Editorial Office, and ensuring production schedules are met without loss of quality control.
- Alternates responsibility for the bi-weekly journal processes with the Senior Production Coordinator. This includes but is not limited to:
 - reviewing the Final Order of Makeup and resolving discrepancies
 - reviewing advertising order book
 - reviewing and approving imposition, coordinating house filler and complimentary ads, and updating front matter as required
 - reviewing bluelines, coordinating with advertising agency and staff as necessary, and giving final approval
 - determining press run for each issue
 - monitoring online journal production and working with Webmaster and Web Support to ensure timely and correct placement of each issue
 - replying to author queries regarding errata and embargo policies
 - investigating and composing errata for corrections
 - monitoring and suggesting improvements to production quality control procedures
 - coordinating Letters to the Editor with Editors-in-Chief
 - assisting with updating the advertising Media Kit each year
 - assisting with updating “Information for Authors” published on the publications web pages
- Uploading all digital advertising from Google Ad Manager to journal website; preparing reports for advertising agency
- Sending cover selections to the Editor-in-Chief and creating the cover based on his/her choice
- Posting online and email alert ads in a timely manner
- Uploading and monitoring timely web content (carousel) for *The JI* and *IH*.

Other duties and special projects as assigned.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

PRINCIPAL WORKING RELATIONSHIPS		
Position	Department	Purpose
<i>Internal</i>		
Publications Director	<i>The JI and IH</i>	Provide information; perform special assignments/tasks
Senior Editorial Manager	<i>The JI and IH</i>	Provide information; coordinate procedures, special projects as assigned
Senior Production Coordinator	<i>The JI and IH</i>	Provide information; coordinate procedures
Science Coordinator and other staff scientists	<i>The JI and IH</i>	Coordinate procedures
Editorial Assistants	<i>The JI and IH</i>	Assist or give instruction
Executive Director/Executive Editor	AAI	Provide information, special projects as assigned
<i>External</i>		
Editors' offices and staff		Assist; provide information; give instruction; notify of new procedures if needed
Production Services provider and Print Vendor	DJS, Sheridan	Monitor and provide information to ensure quality and schedules are maintained
Online Host	HighWire	Monitor and provide information to ensure quality of online journal
Advertising Agent	MediaWest	Monitor and provide information to ensure timely publication of advertising

EDUCATION LEVEL:

High School Diploma required; Bachelor's science/English/journalism/business. Will consider some college credits with sufficient work experience in STEM publications production

EXPERIENCE:

Knowledge of HTML, XML, basic coding and webpage setup required; three plus+ years of experience in print and web-based journal publishing preferred. Experience in scholarly journal publishing preferred.

Additional requirements:

- Excellent interpersonal communication skills
- Ability to multi-task, establish priorities, and work independently
- Strong writing, grammar, copy editing, and proofreading skills
- Awareness of the policy and ethical issues of scientific pursuit and conduct
- Ability conceptualize an idea and carry it through to the end
- Familiarity with *Council of Science Editors Style Manual*

Technical Skills and Experience

HTML, XML authoring/editing: Expert
 Dreamweaver: Expert
 Problem solving ability: Expert
 Oral & written communication skills: Expert
 Organizational skills: Expert
 Ability to meet deadlines: Expert
 Attention to detail: Excellent
 Adobe Creative Suite (Acrobat, Photoshop, Illustrator): Excellent
 Writing and Computer Skills: Excellent
 Microsoft Word: Proficient
 Customer service: Proficient
 G Suite: Proficient