

# JOB POSTING

Job Title	<b>Editorial Assistant</b>
Reports To	Manager, Peer Review
Number of positions	One (1) – Contract (Feb 12, 2018-March 4, 2019)
Location	Head Office Canadian Science Publishing 65 Auriga Drive, Suite 203 Ottawa, Ontario
Start Date	<b>February 2018</b>



Canadian Science Publishing, publisher of the NRC Research Press journals, *FACETS*, and *Anthropocene Coasts*, is the foremost scientific publisher in Canada. With over 50 highly skilled experts and an editorial team comprising some of the world's leading researchers, Canadian Science Publishing communicates scientific discoveries to over 175 countries.

The NRC Research Press journals cover a broad range of scientific disciplines, with more than 2000 manuscripts published each year. All journals are available online and are accessible to subscribers before print publication at [www.nrcresearchpress.com](http://www.nrcresearchpress.com). We proudly participate in international programs such as Research4Life, INASP and TEEAL, which provide developing countries free access to our material.

*FACETS* is Canada's first and only multidisciplinary open access science journal and publishes leading open access research in six major scientific disciplines, including the innovative Integrative Sciences section that publishes papers in science communication, science education, and more. The *FACETS* website, [www.facetsjournal.com](http://www.facetsjournal.com) uses innovative technologies to provide the reader with the best possible experience while accessing papers online and as PDF.

As a not-for-profit, independent publisher, Canadian Science Publishing is proud to support a number of community initiatives, including awards, conference sponsorship, society partnership and more. Visit [www.cdnsiencepub.com](http://www.cdnsiencepub.com) to learn more.

We offer an attractive compensation and benefit program with the opportunity to work a flexible schedule. Our head office location near Prince of Wales Drive and Hunt Club West offers ample free parking, is close to restaurants and shops, and is accessible by OC Transpo.

Canadian Science Publishing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

## General Responsibilities

Reporting to the Manager, Peer Review, the Journal Editorial Assistant is responsible for administering the submission and peer review process for one or more journals. There are 10 Journal Editorial Assistants reporting to the Manager. This position has no reports.

## Specific duties

1. Administers the submission and peer review process using a web based tracking system.
2. Verifies author original and revised submissions for completeness (i.e., manuscript format, symbols, formulas, equations, all illustrations, tables and supplementary data).
3. Communicates with authors as required to resolve problems with files or original submissions.
4. Ensures that the author(s) have received acknowledgements of their submission.

5. Creates and maintains template letters and journal alerts (hasteners) in the online peer review software for all participants.
6. Refers the manuscripts to Editors or Associate Editors to examine the submissions and reviewer responses.
7. Deals with author queries regarding the status of manuscripts and possible publication dates.
8. Ensures that reviewer's details are entered into the appropriate software and invitations to review are issued; ensures reviewer comments are appropriate to send to the author, referring any uncertainties to the Editor or Associate Editor.
9. Responds to questions and issues, and identifies which issues must be brought to the attention of the Editor or the Manager.
10. Sends abstracts to be translated.
11. Requests and gathers all necessary forms, including licence to publish forms, CC-BY forms, open access payment forms, permissions to reproduce, colour printing approval forms, etc.; and uploads them to the appropriate database.
12. Coordinates special issues, handling planning, correspondence and admin set-up; training and supporting Guest Editors; monitoring deadlines; tracking submissions; coordinating with SPE and ME; and ensuring that all special issue material (e.g., title, footnote text, introduction) is collected and forwarded to production staff.
13. May attend the editorial board meeting and take minutes if needed
14. Follows the agreed-upon peer review workflow across various journals and assists other Journal Editorial Assistants as required.
15. Maintains the confidentiality of all assigned material.
16. Involved in other activities and tasks as identified by the Manager.

#### **Qualifications and Requirements:**

1. Successful completion of a secondary school diploma according to provincial standards. An office administration and/or client/customer service background is an asset.
2. Excellent organizational skills, along with a strong work ethic, strong attention to detail, and the abilities to multitask and meet deadlines.
3. Ability to work autonomously and in a team environment.
4. Ability to assess graphics and multimedia formats using a variety of software is an asset.
5. Excellent written and verbal communication skills, combined with the ability to exercise good judgment and diplomacy.
6. Knowledge of the peer review process is an asset.
7. Highly developed computer skills are an asset.

#### **Contact**

Email: Astra Groskaufmanis, Director Human Resources  
[astra.groskaufmanis@cdnsiencepub.com](mailto:astra.groskaufmanis@cdnsiencepub.com)

Tel: (613) 656-9846 x239