



**ASSISTANT PUBLICATIONS PEER REVIEW SUPPORT SPECIALIST  
PUBLISHING OPERATIONS - NJ  
EOE M/F/D/V**

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Full-time Exempt

4 March 2009

**Job Code: E2531-11399  
Salary Band: EE03**

**Responsibilities:** The person in this position will provide support to IEEE societies in the receipt, database management, review, and timely publication of journal manuscripts as well as provide first level support for users of IEEE electronic publishing applications and tools. This position is responsible for the following:

Support volunteer EICs in the on-line peer review process by taking on administrator responsibility for multiple Society Manuscript Central (MC) sites as well as other manuscript peer review/manuscript submission sites. This includes:

- Database and manuscript processing and handling.
- Work with EIC to select associate editors to manage reviews and deliver manuscripts to selected reviewers.
- Ensure that associate editors have sufficient information to select reviewers.
- Prepare and maintain appropriate correspondence and notifications to system users.
- Track progress of reviews to ensure timely completion by reviewers, associate editors, and authors.
- Update associate editor and reviewer files in accordance with instructions from EIC.
- Act as first point of contact for system user questions, taking on responsibility to ensure that all questions are answered in a timely manner.

This position will work with EICs and editorial board members to create custom reports to both help monitor and expedite progress of manuscripts in the queue, develop metrics, and monitor the overall activity of all participants. The incumbent will provide administrator support for the Publishing Operations on-line manuscript submission system (OMSS). This includes: database and manuscript processing and handling along with preparing and maintaining system-generated correspondence to system users.

**Requirements:** Bachelor's degree is required. Proficiency in word processing and database systems required. Candidate must have 2 years of directly related experience (i.e., on-line peer review systems), excellent interpersonal, customer service, and communication skills. The ability to handle multiple tasks and meet deadlines, along with the ability to work independently, are required. Advanced Excel skills are required. Knowledge of reporting software, XML-driven systems, and project management experience are preferred.

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