



### **Development Editor ACS Omega - ACS International - India**

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The Editorial Development Department within ACS Publications is focused on maintaining and improving the editorial performance of existing titles, and the development of new products. The unit is responsible for steering the development of the ACS portfolio of journals, collaborating with staff and external editors to ensure the journals in the portfolio are successful in their respective categories, and reporting to staff, external editors and governance committees on the performance of the journals.

### ***ACS International is currently seeking a Development Editor-ACS Omega based in Delhi, India***

ACS Publications is rapidly expanding its global editorial presence in key markets: and the *ACS Omega* Development Editors will have the opportunity to be part of this exciting growth phase. This is an excellent opportunity to work at American Chemical Society to ensure that *ACS Omega* becomes the premier fully open access journal for chemists, maintaining the hallmarks of ACS Publications including rigorous peer-review and rapid publication.

The Development Editor is responsible for supporting the day-to-day management and operations of *ACS Omega*. The Development Editor will support Managing Editors, the Publisher, Co-Editors-in-Chiefs, and Associate Editors to make sure that the publication is produced on time, and with appropriate levels of quality. The Development Editor will work with the journal Editors in soliciting content, day-to-day management of editorial and peer-review, and targeted promotion of the journal via micro-campaigns as per the journal strategy.

The incumbent will be a critical part of the publishing process by collaborating with editors and authors to manage the peer review of submissions. The Development Editor will also be helping to managing the editorial peer review process for a subset of manuscripts, and communicating editorial decisions related to peer review and manuscript transfers. Central to this job is providing excellent service to authors, reviewers, editors, and the journal. S/he works with ACS staff from Production & Manufacturing, Global Editorial and Author Services, Web Innovation, and Sales & Marketing to help implement strategic initiatives for the journal. Co-ordinate and support relevant editorial outreach activities in India. The incumbent will work within a global team and reports to the Senior Editorial Development Staff in Delhi, India.

**Work design:** Works under general managerial supervision direction on journal goals and objectives. Work involves creative and adaptive thinking. Resolves non-routine problems by applying general policies, practices, procedures, and principles. Performs in-depth analyses of standard problems and recommends resolutions. This position will be based in the Delhi office of ACSI, a wholly-owned subsidiary of the American Chemical Society.

**Skills and Expertise:**

- Advanced degree (Ph.D. or equivalent) in the sciences, preferably in chemistry, or related field
- 1 – 3 years' experience in STM publishing along with an understanding of Open Access; experience in academia OR Industry will also be considered
- Broad subject knowledge in chemistry fields along with a keenness to learn new scientific fields as the scope of the journal expands
- Excellent attention to detail, excellent organizational and time-management skills are required together with the ability to work under pressure, manage own workload, prioritize and to meet deadlines
- Good verbal and written communication skills (good use of language, grammar, and syntax)
- Ability to make timely decisions by analyzing relevant details, sometimes with incomplete information and under time pressure
- Ability to relate successfully to a variety of people externally and internally and form strong working relationships with other members of staff, authors, reviewers, and editors
- Highly responsive to email communications and hands on experience at using applications software and MS office (efficient user at word processing, spreadsheets, and slide preparation for presentation)
- A proactive approach to problem-solving using appropriate logic and data
- Strong resourcefulness, have self-confident manners and be self-motivated
- Flexible and adaptable attitude is desirable to meet changing requirements for the journal
- Limited travel and this position is based at upcoming ACSI India office in Delhi

*To apply for a position, please submit your cover letter and CV to [careers@acsi.info](mailto:careers@acsi.info).*