



### **Development Editor ACS Sustainable Chemistry & Engineering - ACS International - India**

ACS International, Ltd. (ACSI) is a wholly-owned subsidiary of the American Chemical Society. ACSI is comprised of representatives that serve the scientific community worldwide. Employees represent products and services provided by ACS divisions, including ACS Publications and Chemical Abstracts Service (SciFinder® and STN®) to the world's most important scientific companies, government organizations, global patent offices, and academic institutions to promote research and discovery.

The Editorial Development Department within ACS Publications is focused on maintaining and improving the editorial performance of existing titles, and the development of new journal 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 for ACS Sustainable Chemistry & Engineering to be based in Delhi, India.***

ACS Publications is rapidly expanding its global editorial presence in key markets and the **ACS Sustainable Chemistry & Engineering** Development Editor will have the opportunity to be part of this exciting phase. *ACS Sustainable Chemistry & Engineering*, launched in 2013, is a leading journal that publishes a breadth of research addressing the grand challenges for sustainability in the chemical enterprise and the implementation of Green Chemistry and Green Engineering principles.

The Development Editor will be responsible for supporting the editorial peer review process and coordinating the communication of editorial decisions for *ACS Sustainable Chemistry & Engineering*. S/he will screen manuscripts, support and manage scientific evaluation of manuscripts, write rationales and communicate editorial decisions, facilitate manuscript transfers, and handle appeals. The incumbent will be required to communicate with editors on a routine basis to build a strong rapport, and to ensure consistency across editorial decision making. A high degree of professionalism in both written and verbal communications, as well as in-depth technical knowledge to address scientific questions are essential.

The qualified candidate will be comfortable working with external stakeholders including editors and authors. S/he should be willing to learn about new scientific fields to understand the breadth of research published in the journal and its relationship to other journals in the ACS portfolio as the scope of the journal evolves. The incumbent will assist the Managing Editor, Executive Editors, and Editor-in-Chief in streamlining the journal's peer review processes, with a focus on maintaining a positive author experience.

The candidate must be self-motivated and should have a strong track-record in chemistry and chemical engineering research, be familiar with the chemical and sustainability research communities, be well-versed in the peer-review process, and be able to juggle multiple tasks to meet deadlines. The incumbent reports to the Associate Publisher based in Delhi. In this role, the incumbent will have the opportunity to collaborate

with an exceptional team of internationally respected editors and journal staff, including the Managing Editor and the Editor-in-Chief based in the USA.

**Work design:** Works under general managerial supervision 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, India office of ACSI, a wholly-owned subsidiary of the American Chemical Society.

#### **Position Accountabilities**

- Assist the Editor-in-Chief, Executive Editors, Associate Editors, and Managing Editor with:
  - Screening and evaluation of submitted manuscripts for suitability for the journal
  - Communication of editorial decisions
  - Development, organization, and dissemination of internal documents to facilitate the peer-review process (criteria for decisions, decision messages, communication/collaboration with editorial offices)
  - Refinement of the editorial peer review processes for *ACS Sustainable Chemistry & Engineering*, in collaboration with the editorial team and journal staff
- Facilitate the workflow for transfer of declined manuscripts to other ACS journals (requires understanding journal scopes across a subset of the ACS Publications portfolio as well as establishing relationships with the editorial teams of sister ACS journals)
- Coordinate author appeals of decisions made by the Editors
- Maintain contact with authors, reviewers, and outside experts including those in the publishing industry
- Maintain a deep understanding of the chemical sciences and developments in the field
- Maintain a deep understanding of the needs and trends within the communities served by the journals and publications portfolio

#### **Required Skills & Experience:**

- Combined 5+ years of relevant training and experience in an academic or industrial chemistry setting.
- Advanced degree (Ph.D.) in the chemical sciences, engineering sciences, or allied disciplines strongly preferred.
- Experience in STM publishing will be a plus.
- Broad subject knowledge in chemistry fields and comfort with chemical engineering concepts is a must. Particular expertise in chemical engineering, electrochemistry, energy, catalysis, bio-based materials, or nano-materials would be valuable. Willingness to learn about new scientific fields as the scope of the journal evolves.
- Attention to detail, excellent organizational and time-management skills, ability to work under pressure, ability to manage own workload, prioritize, and meet deadlines.
- Excellent verbal and written communication skills (skillful use of English 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 staff members, editors, advisory board members, authors, and reviewers.

- Highly responsive to email communications and hands on experience using software applications and MS Office (word processing, spreadsheets, and slide preparation for presentations).
- Proactive approach to problem-solving strong resourcefulness, self-confidence, and self-motivation are required.
- Limited travel.

**Job Location:** The Development Editor will be based in the Delhi, India office of ACSI, a wholly-owned subsidiary of the American Chemical Society.

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