



ACS International is currently seeking two Publishing Editors (based in Oxford, UK) to support ACS Omega. Come be a part of the global ACS Publications Editorial team!

The American Chemical Society is the world's largest scientific membership association and one of the top ten science publishers in the world. The Publications Division of the American Chemical Society provides to its members and the worldwide scientific community a comprehensive collection of high-quality information products and services for the practice and advancement of the chemical sciences. The Division publishes a weekly magazine, and over 55 high-quality scholarly journals focused on chemistry and chemistry-related topics.

The Editorial Development Department 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.

Job description

ACS Omega is an expanding open-access journal dedicated to the rapid publication of scientifically sound results in chemistry and related fields. The Publishing Editors will oversee the day-to-day operation of peer review, and the publication processes for submitted articles, maintaining quality and adapting to growth and market demands.

ACS Publications is rapidly expanding its global editorial presence in key markets; the *ACS Omega* Publishing Editors will have the opportunity to be part of this exciting growth phase. This is an excellent opportunity to work within the dynamic Open Access team at the American Chemical Society to ensure that *ACS Omega* becomes a leading fully open access journal for chemists. The role will be critical in maintaining the hallmarks of ACS Publications including rigorous peer-review and rapid publication. The incumbents will be a central part of the publishing process by collaborating with editors and authors to manage the peer review of submissions and make recommendations on manuscript suitability for publication. An essential part of your job will be providing excellent service to authors, reviewers, editors, and the journal. Additionally, they will work with ACS staff from Production, Editorial and Author Services, Web Innovation, and Sales & Marketing to implement strategic initiatives for the journal.

The incumbents will work within a global team of *ACS Omega* Editors and will report to the Managing Editor of *ACS Omega* based in Oxford.

Requirements:

- A good scientific honours degree is essential; an advanced degree (Ph.D. or equivalent) preferably in chemistry, or related field is an advantage
- 1-3 years' experience in STM publishing along with an understanding of Open Access, copyright, licenses, and publication ethics preferred
- Broad subject knowledge in chemistry fields would be an advantage
- 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
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- Ability to select the best content for additional promotion through social media, press releases, or similar
- Ability to make timely decisions by analyzing relevant details, sometimes with incomplete information and under time pressure
- Excellent organizational and time-management skills are required together with the ability to work in a fast paced environment with changing priorities, manage own workload, prioritize and meet deadlines
- Good verbal and written communication skills (good use of language, grammar, and syntax)
- Excellent attention to detail
- Highly responsive to email communications and experienced at using computer software, including word processing, spreadsheets, and slide preparation for presentation

- A proactive approach to problem-solving is required
- Strong resourcefulness. Have self-confident manners and be self-motivated
- These positions will be based in the Oxford (UK) office of ACS International

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To apply for a position, please submit your cover letter and CV to careers@acsi.info