



Editorial Coordinator, Journals

*Communications Business Unit
Exempt*

Reporting Structure:

The Editorial Coordinator for *Otolaryngology–Head and Neck Surgery* and *OTO Open* reports to the Managing Editor, Journals.

Qualifications

BA/BS in English, Communications, Library Science, or similar discipline. One+ years peer-reviewed journal experience preferred. Ability to juggle multiple duties. Excellent attention to detail, editing skills, and organizational skills. Computer skills are required, including MS Word and MS Excel. Must demonstrate ability to work well independently and have excellent oral and written customer service skills. Experience with manuscript submission software preferred. Some travel may be required.

Key Responsibilities

- Assist Managing Editor in working with Editor in Chief, Associate Editors, publisher, authors, and reviewers.
- Manage manuscript flow, including receiving, assigning, tracking, and sending all manuscripts submitted to the journal, using the Editorial Manager (EM) system.
- Manage review and revision process, to include notifications, additional reviews, editorial acceptance, and author notification.
- Monitor, track, and manage peer reviewers.
- Maintain files and current status of required forms, in print and electronic formats, financial disclosures, and authors' contribution roles, as well as files for copyright transfers.
- Maintain calendar of proposed supplements, managing the supplements workflow, and related communications with authors and Research and Quality Business Unit.
- Assist Managing Editor in working with the Resident Reviewer Development Program and other project based working groups.

Specific Duties

- In Managing Editor's absence, assume responsibility to ensure ongoing operations of the editorial office.
- Use EM to process all manuscripts, which includes tracking manuscripts from submission to publication or rejection.
- Check submitted papers for proper format and substance.
- Prepare manuscripts for editorial review.
- Edit accepted manuscripts and transmit them to the publisher.
- Track Annual Meeting submissions; follow up with authors.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Answer telephone and electronic inquiries regarding the journal.
- Record publication information on each article when published.
- Write standard operating procedures for journal tasks.
- Review author and journal issue proofs.
- Assist Managing Editor in identifying star reviewers for recognition at the Annual Meeting.
- Handle EM troubleshooting.
- Collaborate with Education and Meetings Business Unit to create the Annual Meeting supplement, reviewing and editing abstracts for accuracy and style.
- May participate on other internal teams, either through formal assignment, or on an ad hoc basis.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.

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