

# THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

## Senior Science Coordinator

Prestigious journal seeks experienced scientist with an understanding of scholarly publishing.

The American Association of Immunologists (AAI), the largest professional association for researchers in the field of immunology, seeks an experienced scientist for an integral role in a publications department that oversees the peer review, editorial process, and development of strategic initiatives for two primary research journals owned and published by the AAI: *The Journal of Immunology*, the oldest and most highly cited journal in the field, and *ImmunoHorizons*, a newer open-access journal.

A successful candidate will have an in-depth understanding of the principles of immunology, the advances in the field, and a strong laboratory research and management experience. Strong writing experience for both a scientific and lay audience is required as well as a successful publication record. Experience in the scholarly (STM) publishing industry is preferred but not required. An interest, however, in learning about scholarly publishing is essential.

This position reports to the Director of Publications and works directly with the Editors-in-Chief, Chief Executive Officer/Executive Editor, members of the editorial boards, AAI staff, and contractors. The Senior Science Coordinator may be called upon for advice for other AAI activities.

The Senior Science Coordinator:

Identifies scientific opportunities

- advises on the development of new content areas for the journals
- understands the field as a whole and advises on areas the journals need to address
- stays abreast of the most current research; reads current literature in competitive journals
- monitors current postings in social media concerning the field
- monitors industry developments through various interactions at meetings and with scientists and authors.

Assists the Editors-in-Chief

- helps develop and monitor special issues and other collections
- collaborates with the Editors-in-Chief to identify, recruit, and train new editors
- monitors trends and analyzes statistics of other journals in the field; prepares reports.

Assists the Director of Publications and CEO

- assists with the development and management of new initiatives
- assists with report writing and developing presentations
- assists with the Publications Committee, Council, and other meetings
- provides input as requested to other AAI activities
- represents the journal at scientific conferences
- other duties as assigned.

A successful candidate must be willing to develop a career in STM publishing by

- attending and participating in STM societies' activities and other scholarly publishing events
- interacting with businesses that support AAI publications
- staying abreast of developments and important issues in STM publishing.

### **Skills, and experience required**

- an advanced degree (Ph.D., or other equivalent advanced degree) in immunology or a related biological science with comprehensive knowledge of the principles of immunology
- post-doctoral fellowship experience - 3 years preferred
- excellent writing skills in both scientific and general writing; ability to succinctly and clearly present complex scientific information
- strong interpersonal skills and a commitment to working collaboratively.

Faculty and industry scientist applications welcome.

### **Salary and benefits**

This is a full-time, exempt position that offers a competitive salary. Exceptional benefits include free parking or commuting stipend. Staff is currently working remotely but when the office reopens, on-site work will be required. Some business travel will be required once travel safely resumes.

AAI is conveniently located in Rockville, Maryland, walking distance to Metro and on major bus lines. Send cover letter, resume (including publication record), writing sample (other than a journal article), and salary requirements to:

FASEB Human Resources- [resumes@faseb.org](mailto:resumes@faseb.org).

**Applications sent directly to AAI will not be accepted.**

AAI is an equal opportunity employer.

<https://www.aai.org>