



American Society of Human Genetics

discover. educate. advocate.

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Rockville, MD 20852

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Position: Assistant Editor, *American Journal of Human Genetics*
Location: Rockville, MD or Remote (U.S.)
Status: Exempt, 37.5 hours/week
Reports to: Deputy Editor, American Journal of Human Genetics
Date: October 2021

The American Society of Human Genetics seeks an Assistant Editor for its flagship publication *The American Journal of Human Genetics*. Reporting to the Deputy Editor, you would work collaboratively with the Deputy and Editor in Chief to solicit, evaluate, and manage the peer review process of manuscripts for AJHG. You also will interact regularly with the publisher on editorial and management issues, participate in strategic publishing sessions, and serve as part of the larger ASHG staff team to execute Annual Meeting events, digital programs, and other forums related to the journals.

Roles and Responsibilities

1. Meets regularly with the Deputy Editor to ensure efficient workflow and maintain high standards at AJHG.
2. Prepares critiques of submitted manuscripts for discussion with AJHG's Editor in Chief.
3. Manages the peer review of submitted manuscripts.
4. Guides authors in revising manuscripts for publication
5. Writes article summaries for the "This Month in the Journal" section of each issue.
6. Works with the Editorial Assistant in daily activities and long-term projects.
7. Works closely with the Cell Press production staff to ensure timely and high-quality processing of AJHG manuscripts.
8. Attends scientific meetings, including the annual meeting of the ASHG, to follow developments in research and establish and maintain close ties with the research community.
9. Collaborates with the Deputy Editor, ASHG staff, and Cell Press on marketing and press activities.
10. Assists in the planning and execution of journal-related ASHG programming.
11. Other duties as assigned

The qualified candidate is expected to have:

- A Ph.D. in genetics, genomics, or a related discipline (required), postdoctoral experience or editorial experience a plus
- Ability to think critically about a wide range of scientific issues
- Strong communication skills
- Interest in engaging with the scientific community
- Talent for distilling complex concepts and communicating them

- Strong interpersonal skills; ability to work independently and also effectively in diverse team settings
- Ability to build/maintain professional working relationships including with staff, leadership & vendors. Professional behavior and judgment within and outside the organization.

About ASHG

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has thousands of members worldwide; hosts more than 7,500 attendees annually at the world's largest genetics and genomics meeting; publishes two respected journals, the flagship *American Journal of Human Genetics* and a new OA journal *Human Genetics and Genomics Advances*; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 29 staff, an annual budget of approximately \$7 million, and substantial reserves.

ASHG headquarter offices are in lower Rockville/North Bethesda, with easy access to Metro, I-495 and I-270 exits, and amenities. We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and telework options; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. [***Given the current declaration of a global pandemic, Society staff are working remotely full time, with limited access to onsite offices.***]

For information about ASHG, please visit: <http://www.ashg.org>

To apply, please submit a resume and cover letter with salary requirements to scullinan@ashg.org.

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