Definition of Class
This is a non-supervisory position in which the incumbent assists the Managing Editor in the production of scientific journals. The incumbent receives manuscripts, converts those manuscripts for web-based delivery to associate editors and reviewers, copy edits accepted manuscripts, and prepares manuscripts for delivery to the printers and of published print copies to a format suitable for delivery on the Internet. Incumbent performs clerical duties associated with day to day activities of the department operations.

Examples of Work Performed
E-mails acknowledgment of receipt of manuscript and requests for electronic copy as needed.

Downloads and converts electronic copy of manuscripts (from various formats) to Adobe pdf, with all figures included; converts digital image files or scans hard copies of figures into tiff images and converts to pdf; and verifies image quality and completeness of text.

Transfers pdf file to web directory and configures a password for privacy.

Manages a database to update manuscript history spreadsheets and identify dates when all manuscript actions should be completed; sends reminders to associate editors and reviewers as required by schedule.

E-mails associate editor regarding new manuscripts and the need to identify reviewers, upon the designation by the Managing Editor. Prepares review package for consideration by the associate editor. Prepares decision package for consideration by the corresponding author.

Copy edits accepted manuscripts. This involves reading each word of the manuscript, standardizing phrases (explaining the reason for the change, as necessary), correcting spelling, style, and format, and marking hard copy of manuscript for proper format of each page, table, all headings and subheadings, figure captions and figures to conform to the journal’s style sheet. Incorporates all corrections, including those indicated by the Managing Editor, into a final electronic copy of the manuscript for delivery to the printer.

Maintains contact with the corresponding author regarding needed information, timing of delivery of proofs, and publication of issue. Prepares mailing list for author’s proofs for delivery to printer.

Manages a database to keep track of all relevant dates associated with the receipt of and review of each manuscript received by the journal, reviewer names and e-mail addresses, and the associate editor handling the manuscript. Keeps up with all incoming manuscripts for the journal whether accepted or rejected, the length of time it takes for decisions from the associate editors, and the average time for publication for a manuscript.
Notifies Managing Editor of problems associated with individual reviewers or associate editors in timely and efficient handling of manuscripts under review.

Prepares statistical reports for Managing Editor for presentation at semi-annual Board meetings.

Performs clerical duties such as xeroxing and filing documents; answering the telephone; sending and responding to e-mail messages and correspondence; preparing draft responses to non-routine items for signature of Managing Editor. Performs duties relating to the maintenance and backup of electronic files and ftp to web pages.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Receives manuscripts for consideration for the publication of journals and prepares electronic files for delivery to the Managing Editor, associate editors, and reviewers on password-protected web pages.

2. Prepares manuscripts for delivery to printers, upon receipt of accepted manuscripts.

3. Maintains complete records on manuscript history, and associate editors and reviewers workloads and performance for use by the Managing Editor and other editorial staff.

4. Performs clerical duties related to manuscript receipt and preparation of accepted manuscripts for publication.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** No physical exertion required.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.
Experience/Educational Requirements:

**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Four (4) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.