

AMERICAN ORTHOPAEDIC FOOT & ANKLE SOCIETY
POSITION DESCRIPTION

JOB TITLE: Editorial Assistant
DEPARTMENT: Education
REPORTS TO: Managing Editor
TYPE: Non-Exempt
HOURLY RATE: \$22-26/hour (commensurate with experience)
HOURS: 20 hours/weekly (Hybrid)

Summary

The Editorial Assistant supports the Managing Editor in all aspects of managing peer review and publication of content for the society's scholarly journals Foot & Ankle International and Foot & Ankle Orthopaedics.

Essential Responsibilities

- Monitor journal emails to respond and/or send to the appropriate person for response.
- Assist authors, reviewers, and editors with manuscript submission system issues and general submission inquiries.
- Assist with manuscript screening and check-in processes to ensure all article submission requirements are complete.
- Assist with editorial procedures and peer review reminders, to ensure seamless workflow through review and publication.
- Create and send reviewer tables to authors.
- Coordinate submission and review process for article Visual Abstracts.
- Coordinate submission and review process for article Video supplements.
- Other tasks as assigned by the Managing Editor, or Director of Education and Meetings.

Knowledge and Skill Requirements

- Excellent written and verbal communication skills; ability to communicate with authors, reviewers, and editors in a professional manner.
- Employ an eye for detail and accuracy - and work in a multi-tasking environment to meet publication deadlines.

Position Description

Editorial Assistant

Page 2 of 2

- Excellent analytical and organizational skills to help manage the article submission process.
- Intermediate proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Demonstrated ability to acquire skills necessary to manage a variety of tasks related to learning computer programs, journal manuscript submissions, review, and publication.
- Experience working in an editorial or journalism setting (desired, not required).
- Experience with medical associations or with medical professionals (desired, not required).

Position Structure

- This position operates on a remote-first model, allowing you to complete your daily tasks from home. However, physical attendance at our office is required on an as-needed, case-by-case basis. You must be available to travel to the office for critical in-person commitments, including team meetings, or other events as required.
- The Editorial Assistant will collaborate directly with the Managing Editor to establish a flexible schedule that ensures optimal coverage for the journal.
- Schedule adjustments may be required to maintain continuity when the Managing Editor is out of the office or on vacation.

About AOFAS and the Foundation

The American Orthopaedic Foot & Ankle Society (AOFAS), founded in 1969, is a medical specialty society comprised of more than 2,600 US and international orthopaedic surgeons (MD/DO), allied health professionals, and researchers who specialize in the surgical and medical care of the foot and ankle. The AOFAS mission is to improve lives through exceptional orthopaedic foot and ankle care, and its vision is to lead the global community in foot and ankle education, research, innovation, and advocacy.

AOFAS has a budget of \$8 million and a staff of 15 FTE; the Orthopaedic Foot & Ankle Foundation has a budget of \$1.2 million. The society headquarters is located in Schaumburg, Illinois.

To apply, submit a resume and cover letter to HR@aofas.org