

Managing Editor, ISEV Journals
Position Description and Application Instructions

Applications Due: 31 March 2022

Start Date: 1 July 2022

Type: Full-time/Permanent

Location: Fully Remote

The International Society for Extracellular Vesicles (ISEV), a registered 501(c)(3) headquartered in the United States, is seeking a permanent Managing Editor for two ISEV-owned journals, J Extracellular Vesicles (JEV) and J Extracellular Biology (J Ex Bio). ISEV is an international professional membership society of leading extracellular vesicles (EVs) researchers. ISEV's mission is to advance EV research globally. JEV launched in 2012 and currently has an impact factor of 25.841. J Ex Bio launched in late 2021.

ISEV journals focus on publishing articles to grow the body of knowledge on EVs, which have been established as key players in intercellular communication and biological function. Published papers center on novel biological concepts regarding EV biogenesis and function, discoveries of biomarkers, therapeutics, and methodologies to purify and characterize EVs.

ISEV journals also publish high-quality science on a wider scope of subjects involving other biological extracellular particles, engineered EVs, technologies, pathological aspects, resource development and other relevant topics in this emerging scientific area.

Our Mission

Advancing extracellular vesicle research globally.

Our Vision

Our vision is to be the leading advocate and guide of extracellular vesicle research and to advance the understanding of extracellular vesicle biology.

[Read about JEV](#)

[Read about JExBio](#)

Position Description

The Managing Editor will play a critical role in directing publication workflow, supporting the vision of the Editors-in-Chief, and bringing innovative ideas and solutions to both journals. The Managing Editor will manage editorial and publishing tasks for the two journals named above, support the editorial boards, and liaise with the publisher Wiley. This position will serve as the daily operating “face of the journals.”

Responsibilities

- Provide “front line” evaluation for scientific quality of EV-related experiments, plagiarism, and overall composition for all submitted articles to JEV or J Ex Bio
- Within the scope of each journal’s submission flow, identify the appropriate Deputy Editor (DE) to begin the review process, or liaise with EIC to delegate the paper
- Follow up and streamline reviewing process by communication with Deputy Editors, Associate Editors, Reviewers and Authors
- Utilize the editorial management website to facilitate all tasks herein
- Follow up and streamline post-acceptance/production process, by communicating with publisher, authors and editors as needed to complete subediting, proofreading and PubMed publication

- Develop ideas for expanding the reach and influence of the journals, including communications strategies and new ways to repackage and promote journal content
- Work in cooperation with ISEV Communications Committee to prepare ISEV journal newsletters, social media posts on new journal articles, ISEV meeting abstract books, policy changes and other related items
- Assist EICs with execution of EICs' strategic vision
- Manage the editorial board including responding to questions, inviting new members, coordinating meetings, etc
- Maintain open lines of communication between JEV and J Ex Bio, including coordination of regular meetings, to identify areas for efficiency or improvement

Qualifications

The ideal candidate will have:

- PhD in biomedical sciences, preferably in the EV field; Candidates with Master's degree with >5 years of experience in publishing will also be considered
- Strong organizational skills and the ability to quickly learn the editorial process
- Previous experience in scientific publishing will be a plus
- Communications and marketing skills are valued
- Technical skills and comfort utilizing a variety of software platforms is required; specific familiarity with the ScholarOne submission system is a plus

Compensation and Benefits

This is a full-time position working 37.5 hours per week. Annual salary commensurate with experience.

Additional Terms

This position reports jointly to the Editors-in-Chief of both journals. The Editors-in-Chief in turn report to the ISEV Board of Directors. The Managing Editor will be hired by ISEV, headquartered at 19 Mantua Dr. Mount Royal, NJ, United States 08054. The format of the employment arrangement is negotiable. The position is subject to performance review by the Editors-in-Chief of each journal as well as the ISEV Board of Directors. The individual is required to act in accordance with [ISEV's bylaws](#) and applicable standard operating procedures.

Note: Candidate will work with EICs, editors, authors, and ISEV volunteers across different time zones. The candidate will maintain normal working hours based on their local time zone. A major portion of the work can be virtual, but travel might be requested twice a year to attend ISEV retreats/ISEV meetings/workshops and to attend editorial meetings for both the journals. Occasional virtual calls may occur before or after normal working hours with advance notice and agreement.

TO APPLY

ISEV is accepting applications through 31 March 2022. Please apply via the ISEV website:

<http://www.isev.org/job-application>

Your application should include:

1. A cover letter describing your interest in this position and relevant experience
2. Your full CV or resume
3. A short bio

You may be asked to provide additional documentation during the application review process. Application review and interviews will occur in spring/summer 2022. The expected start date is 1 July 2022.