

## TECHNICAL PUBLICATIONS SPECIALIST

### **Function of Job:**

Under general supervision of designated supervisor, oversee the review process for scientific publications, including soliciting reviews from scientists for journal publications, ensuring quality and compliance within strict timeframes allocated by journals, and determining the acceptability of journal submissions to publication standards.

### **Characteristic Duties and Responsibilities**

1. Solicit scientists to review submissions for scientific journals; ensure required journal standards for quality and timeliness are met, and provide materials and information to reviewers as needed.
2. Develop and maintain a records management system to track the submission, review, and final action of journal manuscripts and maintain other records and reports as required.
3. Evaluate the quality and accuracy of all informational materials and communications related to journal submissions.
4. Work with authors, editors, and reviewers to facilitate the submission of accurate and timely manuscripts.
5. Maintain production standards for scientific journal, including the format of text and graphics.
6. Manage office budget, including providing complete information for billing purposes to host institution.
7. Hire, evaluate, and supervise staff as assigned.
8. Maintain contacts with authors, reviewers, editors, and publication staff and serve as liaison among them for issues related to journal submissions.
9. Ensure confidentiality regarding all aspects of journal reviews and submissions.
10. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in scientific or closely related field and three years of administrative management experience.
2. Oral and written skills.
3. Analytical and organizational skills.
4. Computer skills as required by department.
5. Knowledge of scientific terminology.

### **Additional Desirable Qualifications:**

1. Work experience in an academic environment.

11/28/05\_\_\_\_\_

System Approval

11/14/05\_\_\_\_\_

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**