

Job description summary

Serve as an essential point-of-contact for Editor-in-Chief(s), Associate Editors, Peer Reviewers, and Authors who submit/review manuscripts to [Clinical Nutrition](#) (IF: 6.6) and [Clinical Nutrition ESPEN](#) (IF: 2.9) journals for peer-review publication. The successful candidate will work extensively online with all parties through the Editorial Manager (EM) system, email, and virtual meetings.

Education and experience

A Master's Degree (or higher) in one of the following majors: Nutrition, related clinical nutrition, medicine or biomedical field. Or experience in on-line submission of scientific manuscripts for peer-review including a variety of different online software platforms.

Special knowledge, skills, and abilities

Flexible, responsible, accurate, self-motivated, and comfortable interacting with other international members of the editorial office in a virtual/online environment.

Responsibilities

40% - Monitor and process submissions within EM from time of submission to publication through (multiple rounds) of peer-review.

25% - Liaison between Authors and (Associate) Editors regarding submission status and outcome of reviews either through EM and/or email correspondence,

20% - Train/update (Associate) Editors on EM and implementation of the Instructions for Authors.

10% - Arrange and attend regularly scheduled meetings with members of the Editorial Management Office and special meetings, as needed, with one/all (Associate) Editors as well as Publisher.

5% - Special projects/tasks as assigned by the Editor-in-Chief(s). (such as train students to triage articles submitted after revision for format and adherence to submission instructions).

Estimated time commitment

10-15 hours per week