

## AMSJ Recruitment – Position Descriptions

| Position               | Internal relations   | External relations  | Principal roles   | Essential qualities  | Desirable qualities   |
|------------------------|--|---|---|--|---|
| Associate Editors (x7) | <ul style="list-style-type: none"> <li>• Editors-in-Chief</li> <li>• Proof-Readers</li> <li>• Submissions Officer</li> </ul> | <ul style="list-style-type: none"> <li>• Authors of articles</li> <li>• Peer-reviewers</li> </ul> | <ul style="list-style-type: none"> <li>• Taking principal responsibility for the processing of articles allocated to them</li> <li>• Finding at least two suitable independent peer-reviewers for each article, and ensuring that they are sent the article in question, along with review guidelines.</li> <li>• Ensuring that peer-reviewers complete reviews on time, including sending reminder messages.</li> <li>• Completing their own internal review of articles, particularly those types not sent to peer-review (i.e. feature articles, book reviews, letters).</li> <li>• Where revisions are required by authors, integrating peer-reviewer feedback with their own reviews of articles, and providing appropriate feedback and a list of changes to authors.</li> <li>• Ensuring that authors complete revisions on time, including sending reminder messages.</li> <li>• Consulting with Editors-in-Chief over article selection.</li> <li>• Writing two 500 word articles or more per year for the AMSJ Blog.</li> </ul> | <ul style="list-style-type: none"> <li>• Strong teamwork</li> <li>• Excellent communication and writing skills, with a proven track-record in these areas.</li> <li>• Meticulous attention to detail.</li> <li>• Ability to recognise articles that are suitable for a medical student readership, and advise author revisions that will help meet this condition.</li> <li>• Some experience in academic writing.</li> <li>• Ability to meet strict deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>• Publishing of research and/or reviews in peer-reviewed journals.</li> <li>• Experience in academic editing.</li> <li>• Experience in writing.</li> </ul> |
| Secretary (x1)         | <ul style="list-style-type: none"> <li>• Executive Board</li> <li>• All staff</li> </ul>                                     | Any student or member of the public with general enquires   | <ul style="list-style-type: none"> <li>• Organising meeting dates and times (both full staff meetings, Executive Board meetings, and miscellaneous meetings), and ensuring attendance by other staff members.</li> <li>• Taking care of submissions</li> <li>• Arranging meeting venues and equipment.</li> <li>• Maintaining and distributing minutes of meetings.</li> <li>• Receiving all general correspondence (both email and postal), and responding or forwarding as appropriate.</li> <li>• Coordinating recruitment logistics and interviews.</li> </ul>  | <ul style="list-style-type: none"> <li>• Exceptional organisational skills.</li> <li>• Exceptional communications skills.</li> </ul>   | Secretarial experience.   |

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| Financial Officer (x1)           | <ul style="list-style-type: none"> <li>Executive Board</li> <li>Sponsorship Officers</li> </ul>  | <ul style="list-style-type: none"> <li>AMSJ accountant</li> <li>Sponsors and advertisers</li> <li>All other external organisations engaged in financial business with the AMSJ</li> </ul> | <ul style="list-style-type: none"> <li>Conducting all financial transactions, including reimbursements, issuing of invoices and receipts, and collection and management of income.</li> <li>Ensuring all taxation and financial regulatory requirements are met.</li> <li>Approving or rejecting expense requests from other staff.</li> <li>Providing advice to staff and organisation on financial matters and revenue allocation</li> <li>Consulting with the Executive board over budget plans and execution.</li> <li>Achieving balanced budget</li> <li>Ensuring long term financial security of the journal.</li> <li>Producing a biannual financial report for the perusal of other staff.</li> </ul>  | <ul style="list-style-type: none"> <li>Proficiency with Microsoft Excel.</li> <li>Experience within the financial operations of similar organisations.</li> <li>Experience with Australian taxation and business reporting requirements.</li> </ul>                           | <ul style="list-style-type: none"> <li>Previous degree within financial or commerce field.</li> <li>Experience as financial officer or treasurer in student or non for profit organisation.</li> <li>Experience within financial operations or start-up of a small business or organisation.</li> </ul> |
| Sponsorship Officers (x2)        | <ul style="list-style-type: none"> <li>Executive Board</li> <li>Financial Officer</li> <li>Publications Officers</li> </ul>                                  | Sponsors and advertisers  | <ul style="list-style-type: none"> <li>Identifying and approaching potential sponsors and advertisers.</li> <li>Obtaining adequate sponsorship for each issue and meeting budget requirements for advertising revenue</li> <li>Creating and maintaining long term relationships with sponsors and advertisers, including attracting new sponsors</li> <li>Maintaining and updating sponsorship prospectuses</li> <li>Securing sponsorship for prizes and awards.</li> <li>Liaising with the Financial Officer regarding invoicing of sponsors</li> <li>Providing technical advertisement requirements to advertisers</li> <li>Liaising with Publications Officers regarding display of advertisements (size, position, etc.)</li> <li>Exploring innovative, beneficial relations with external organisations.</li> </ul> | <ul style="list-style-type: none"> <li>Exceptional communication skills.</li> <li>Skills in marketing and/or promotions.</li> <li>Familiarity with print and online advertising and industry processes and standards</li> <li>Ability to meet challenging targets.</li> </ul> | Familiarity with print and online advertising and industry processes and standards.   |
| Print Publications Officers (x2) | <ul style="list-style-type: none"> <li>Editors-in-Chief</li> <li>Online Publications Officer</li> <li>Proof-Readers</li> <li>Sponsorship officers</li> </ul> | Printing company  | <ul style="list-style-type: none"> <li>Formatting published articles in the AMSJ style.</li> <li>Obtaining advertisements via the Sponsorship Officers, and ensuring that technical requirements are met.</li> <li>Placing advertisements throughout both print and online editions</li> <li>Providing article PDF proofs to Editors to send to authors for approval.</li> <li>Providing article PDF proofs to Proof-Readers for final checks.</li> <li>Providing article PDFs to the Online Publications Officer for website placement.</li> <li>Liaising with and providing high-quality PDFs of entire issues to printing company, and checking and approving proofs.</li> </ul>  | <ul style="list-style-type: none"> <li>Proficiency with Adobe InDesign (CS3, CS4 and/or CS5).</li> <li>Experience in formatting publications in InDesign.</li> <li>Ability to meet strict deadlines, and work under pressure for short, intense periods.</li> </ul>           | <ul style="list-style-type: none"> <li>Experience as a publications officer or copy editor or layout editor for another publication.</li> <li>Proficiency with Adobe Photoshop, Indesign and/or Fireworks.</li> </ul>   |

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| Online Publications Officer (x1) | <ul style="list-style-type: none"> <li>• Print Publications Officers</li> <li>• Editors-in-Chief</li> <li>• Executive Board</li> <li>• Sponsorship Officers</li> </ul> | Members of the public providing feedback on the AMSJ website | <ul style="list-style-type: none"> <li>• Maintain the AMSJ website</li> <li>• Upload articles for new issues as they are released, in three formats (HTML, online reader, and PDF)</li> <li>• Create subject tags for each article</li> <li>• Update static pages as required by the Executive Board or Editors-in-Chief (e.g. About the Journal, Submission Instructions)</li> <li>• Communicate with Sponsorship Officers to update sponsor logos and information</li> <li>• Devise and add new creative features and functionality to the AMSJ website</li> <li>• Maintain the Analytics system for the AMSJ website, and provide regular reports to the Executive Board on key parameters.</li> <li>• Maintain the AMSJ online editorial management system, and provide assistance to other staff members with it use.</li> <li>• Facilitate means for feedback from the general public on the AMSJ website, and respond appropriately to such feedback</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in web-design.</li> <li>• Proficiency or familiarity with WordPress.</li> <li>• Proficiency with HTML coding.</li> <li>• Familiarity with domain and website servers and hosting.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience as a webmaster or online publications officer for an organisation.</li> <li>• Familiarity with online editorial management systems.</li> </ul>                                      |
| Proof-Readers (x3)               | <ul style="list-style-type: none"> <li>• Editors-in-Chief</li> <li>• Associate Editors</li> <li>• Print Publications Officers</li> </ul>                               | (None)   | <ul style="list-style-type: none"> <li>• Proof-reading articles provided by Editors.</li> <li>• Where significant changes are required, beyond the role of a proof-reader, sending articles back to Editors for revision.</li> <li>• Providing articles to Print Publications Officers for formatting after they have been proof-read.</li> <li>• Proof-reading and checking articles for a second and final time after they have been formatted by the Print Publications Officers.</li> </ul>  | <ul style="list-style-type: none"> <li>• Meticulous attention to detail.</li> <li>• Exceptional grasp of the subtleties of the English language and biomedical academic style, including spelling, grammar, punctuation, formatting, use of medical terminology, and Vancouver Referencing.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in academic proof-reading, preferably in a professional capacity.</li> <li>• Familiarity with the International Committee of Medical Journal Editors (ICMJE) guidelines.</li> </ul> |