

Position	Internal relations	External Relations	Principal roles	Essential qualities	Desirable qualities
Associate Editors	<ul style="list-style-type: none"> Editors-in-Chief Proof-Readers Submissions Officer 	<ul style="list-style-type: none"> Authors of articles Peer-reviewers 	<ul style="list-style-type: none"> Taking principal responsibility for the processing of articles allocated to them. 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. Ensuring that peer-reviewers complete reviews on time, including sending reminder messages. Recruiting and maintaining friendly relations with peer-reviewers. Completing their own internal review of articles, particularly those types not sent to peer-review (i.e. feature articles, book reviews, letters). 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. Ensuring that authors complete revisions on time, including sending reminder messages. Consulting with Editors-in-Chief over article selection. 	<ul style="list-style-type: none"> Excellent communication and writing skills, with a proven track-record in these areas. Meticulous attention to detail. Ability to recognise articles that are suitable for a medical student readership, and advise author revisions that will help meet this condition. Some experience in academic writing. Ability to meet strict deadlines. Ability to recognise articles that are flawed, biased, or of an otherwise inadequate quality 	<ul style="list-style-type: none"> Publishing of research and/or reviews in peer-reviewed journals. Experience in academic editing.
Secretary	<ul style="list-style-type: none"> Executive Board All staff 	<ul style="list-style-type: none"> Any student or member of the public with general enquires 	<ul style="list-style-type: none"> Organising meeting dates and times (both full staff meetings, Executive Board meetings, and miscellaneous meetings), and ensuring attendance by other staff members. Arranging meeting venues and equipment. Maintaining and distributing minutes of meetings. Receiving all general correspondence (both email and postal), and responding or forwarding as appropriate. Coordinating recruitment logistics and interviews. 	<ul style="list-style-type: none"> Exceptional organisational skills. Exceptional communications skills. 	<ul style="list-style-type: none"> Secretarial experience.
Submissions Officer	<ul style="list-style-type: none"> Editors-in-Chief Associate Editors 	<ul style="list-style-type: none"> Prospective authors Authors of articles 	<ul style="list-style-type: none"> Receiving and responding to queries from prospective authors relating to submissions. Allocating received articles to Editors (with consultation with Editors-in-Chief). Coordinating the logistics of the internal article screening and selection processes. Maintaining the database of peer-reviewers, and recruiting new peer-reviewers. Advising Associate Editors on peer-reviewer selection where necessary. Conducting all financial transactions, including reimbursements, issuing of invoices and receipts, and collection and management of income. 	<ul style="list-style-type: none"> Exceptional organisational skills Exceptional communication skills. Very good IT skills. 	<ul style="list-style-type: none"> Familiarity with online editorial management systems. Experience in a similar logistic or administrative position.
Financial Officer	<ul style="list-style-type: none"> Executive Board Sponsorship Officers 	<ul style="list-style-type: none"> AMSJ accountant Sponsors and advertisers All other external organisations engaged in financial business with the AMSJ 	<ul style="list-style-type: none"> Ensuring all taxation and financial regulatory requirements are met. Approving or rejecting expense requests from other staff. Providing advice to staff and organisation on financial matters and revenue allocation. Consulting with the Executive board over budget plans and execution. Achieving balanced budget. Ensuring long term financial security of the journal. Producing a biannual financial report for the perusal of other staff. 	<ul style="list-style-type: none"> Proficiency with Microsoft Excel. Experience within the financial operations of similar organisations. Experience with Australian taxation and business reporting requirements. 	<ul style="list-style-type: none"> Previous degree within financial or commerce field. Experience as financial officer or treasurer in student or non for profit organisation. Experience within financial operations or start-up of a small business or organisation.

Position	Internal relations	External Relations	Principal roles	Essential qualities	Desirable qualities
Sponsorship Officers	<ul style="list-style-type: none"> Executive Board Financial Officer Publications Officers 	<ul style="list-style-type: none"> Sponsors and advertisers 	<ul style="list-style-type: none"> Identifying and approaching potential sponsors and advertisers. Obtaining adequate sponsorship for each issue and meeting budget requirements for advertising revenue. Creating and maintaining long term relationships with sponsors and advertisers, including attracting new sponsors. Maintaining and updating sponsorship prospectuses. Securing sponsorship for prizes and awards. Liaising with the Financial Officer regarding invoicing of sponsors. Providing technical advertisement requirements to advertisers. Liaising with Publications Officers regarding display of advertisements (size, position, etc.). Exploring innovative, beneficial relations with external organisations. 	<ul style="list-style-type: none"> Exceptional communication skills. Skills in marketing and/or promotions. Familiarity with print and online advertising and industry processes and standards. Ability to meet challenging targets. 	<ul style="list-style-type: none"> Familiarity with print and online advertising and industry processes and standards.
Print Publications Officers	<ul style="list-style-type: none"> Editors-in-Chief Online Publications Officer Proof-Readers Sponsorship officers 	<ul style="list-style-type: none"> Printing company 	<ul style="list-style-type: none"> Formatting published articles in the AMSJ style. Obtaining advertisements via the Sponsorship Officers, and ensuring that technical requirements are met. Placing advertisements throughout both print and online editions. Providing article PDF proofs to Editors to send to authors for approval. Providing article PDF proofs to Proof-Readers for final checks. Providing article PDFs to the Online Publications Officer for website placement. Liaising with and providing high-quality PDFs of entire issues to printing company, and checking and approving proofs. 	<ul style="list-style-type: none"> Proficiency with Adobe InDesign (CS3, CS4 and/or CS5). Experience in formatting publications in InDesign. Ability to meet strict deadlines, and work under pressure for short, intense periods. 	<ul style="list-style-type: none"> Experience as a publications officer or copy editor or layout editor for another publication. Proficiency with Adobe Photoshop, Indesign and/or Fireworks.
Online Publications Officer	<ul style="list-style-type: none"> Print Publications Officers Editors-in-Chief Executive Board Sponsorship Officers 	<ul style="list-style-type: none"> Members of the public providing feedback on the AMSJ website 	<ul style="list-style-type: none"> Maintaining the AMSJ website. Uploading articles for new issues as they are released, in three formats (HTML, online reader, and PDF). Creating subject tags for each article. Updating static pages as required by the Executive Board or Editors-in-Chief (e.g. About the Journal, Submission Instructions). Communicating with Sponsorship Officers to update sponsor logos and information. Devising and adding new creative features and functionality to the AMSJ website. Maintaining the Analytics system for the AMSJ website, and providing regular reports to the Executive Board on key parameters. Maintaining the AMSJ online editorial management system, and providing assistance to other staff members with it use. Facilitating means for feedback from the general public on the AMSJ website, and responding appropriately to such feedback. 	<ul style="list-style-type: none"> Experience in web-design. Proficiency or familiarity with WordPress. Proficiency with HTML coding. Familiarity with domain and website servers and hosting. 	<ul style="list-style-type: none"> Experience as a webmaster or online publications officer for an organisation. Familiarity with online editorial management systems.
Proof-Readers	<ul style="list-style-type: none"> Editors-in-Chief Associate Editors Print Publications Officers 	<ul style="list-style-type: none"> (None) 	<ul style="list-style-type: none"> Proof-reading articles provided by Editors. Where significant changes are required, beyond the role of a proof-reader, sending articles back to Editors for revision. Providing articles to Print Publications Officers for formatting after they have been proof-read. Proof-reading and checking articles for a second and final time after they have been formatted by the Print Publications Officers. 	<ul style="list-style-type: none"> Meticulous attention to detail. 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. 	<ul style="list-style-type: none"> Experience in academic proof-reading, preferably in a professional capacity. Familiarity with the International Committee of Medical Journal Editors (ICMJE) guidelines.