

## POSITION DESCRIPTION

TITLE: Publications Assistant

REPORTS TO: Associate Director for Communications & Technical Media

DUTIES AND RESPONSIBILITIES:

- (1) The Publications Assistant will work with committees, authors, reviewers and presenters to help deliver technical content for ASNE's symposia and publications. The Publications Assistant will provide support for the Society's core functions, with a focus on symposia and Journal papers.
  
- (2) The duties of the Publications Assistant include:
  - a. Drafting and distributing Calls for Papers in coordination with Papers Committees and ASNE staff.
  - b. Developing and maintaining contact information for Papers Committees and developing mailing lists for Calls for Papers.
  - c. Participating in Papers Committees meetings and preparing regular status reports.
  - d. Maintaining submission guidelines and style guide for technical papers.
  - e. Serving as primary onsite contact for authors, moderators and speakers at ASNE symposia.
  - f. Collecting Copyright Release & Transfer forms for symposia papers and presentations and Journal papers.
  - g. Collecting final versions of papers and presentations to publish in Symposia Proceedings.
  - h. Working with the Membership Manager to post Proceedings on the ASNE website.
  - i. Working with the Communications Assistant to draft email and survey for Symposia Proceedings.
  - j. Working with the Meetings Department to maintain the ASNE Symposium Guide.
  - k. Handling information requests from members, authors, speakers, symposia attendees and Committees.
  - l. Providing administrative support to the Technical Director and the Associate Director for Communications & Technical Media.
  - m. Maintaining the Society's library.
  - n. Fulfilling orders for publications and emblematics.
  - o. Providing general support for the NEJ Editorial Board and processing paper submissions using Manuscript Central.
  - p. Maintaining contact information for NEJ authors for proofing and sending authors copies of the Journal.

- q. Maintaining author, speaker and symposia committee records to track individuals' contributions to the Society.
- r. Developing and maintaining dynamic content for the Society's website.
- s. Providing telephone and mail support for the office and coordinating with other staff members to provide administrative support as necessary.
- t. Participating with other staff members on office-wide tasks, such as coffee duty, special committees, envelope stuffing, projects, signage for Council meetings and other events in the office, etc.
- u. Additional duties as assigned.

(3) The Publications Assistant is expected to continually update systems and programs to provide creative and innovative services to members of the Society.

(4) The Publications Assistant, in consultation with the Associate Directors and approval by the Executive Director, is expected to develop a continuing professional development program to remain cognizant of trends and innovation in the field of publication services.

(5) The Publications Assistant will assist staff, leadership and volunteers in accomplishing the Society's mission.