



Job Title: Rising Tide Intern – Managing Editor

Hour per week: 35 hours per week as per standard Elsevier UK contract

Please also add a short description of the team.

The biochemistry team within Elsevier is based across multiple locations – we have team members in Amsterdam, Oxford and Cambridge, MA (USA). We're a big group made up of publishers (who oversee the strategic direction of the journals) and scientific editors/editorial managers (who ensure the smooth running of the journals, support the external editors in their roles, and help to develop the specific journals that they work on).

Summary

Do you have a genuine interest and background in scientific research and are you looking to support researchers in scholarly publication? Then this might be your opportunity to join us as a Managing Editor.

We are looking for a Managing Editor to support the biochemistry journals group in Oxford, UK and Cambridge, MA, USA. In this role you will work together with a publisher and a team of scientific editors to improve the author experience and help to develop the journals.

Responsibilities will include:

- Assessing submitted research papers - specifically based on ethical standards using industry standard tools to support your decision-making process
- Supporting the peer review process
- Undertaking market research to define specific emerging scientific areas of research and presenting outcomes to internal and external editors
- Helping build a pipeline of commissioned papers for the journals
- Attending regular meetings with the team and the wider life sciences groups

You will begin the role with scientific editor as a mentor and shadow them and others in their daily work. You will work in a diverse and multicultural environment with colleagues located across several sites globally.

You will gain a general overview of scientific journal publishing by working both with the scientific content and looking at the future direction of the journals through your market research.

You will find a supportive, encouraging and friendly atmosphere in the team.

Requirements

- A passion for science
- An academic background in a life science discipline (MSc / PhD)
- Ability to get on with all kinds of people

- Good IT skills, with Excel most important, but ability to quickly understand and utilise more complex databased tools
- Excellent organizational, time-management, communication and teamwork skills