



American Society of Human Genetics

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Job Title	<i>Assistant Editor, American Journal of Human Genetics</i>
Reports to	<i>Deputy Editor, American Journal of Human Genetics</i>
Location	<i>Rockville, MD or remote (U.S.)</i>
Status	<i>Exempt, 37.5 hours/week</i>
Supervisory Responsibilities	<i>None</i>
Approved by	<i>Marie Ternieden</i>
Date	<i>January 27, 2025</i>

The American Society of Human Genetics seeks an **Assistant Editor** for its flagship publication *The American Journal of Human Genetics*. Reporting to the Deputy Editor, you would work collaboratively with the editorial team to solicit, evaluate, and manage the peer review process of manuscripts for *AJHG*. You also will participate in strategic publishing sessions and serve as part of the larger ASHG staff team to execute Annual Meeting events, digital programs, and other forums related to the journals.

No editorial experience is required; we will provide all the necessary training and mentoring. This would be an excellent opportunity to explore a career in Society-led scientific publishing.

Duties & Responsibilities

1. Meets regularly with the Deputy Editor to ensure efficient workflow and maintain high standards at *AJHG*.
2. Prepares critiques of submitted manuscripts for discussion with *AJHG*'s Editor-in-Chief.
3. Manages the peer review of submitted manuscripts.
4. Guides authors in revising manuscripts for publication.
5. Writes article summaries for the "This Month in the Journal" section of each issue.
6. Works closely with the production staff to ensure timely and high-quality processing of *AJHG* manuscripts.
7. Attends scientific meetings, including the ASHG annual meeting, to follow developments in research and establish and maintain close ties with the research community.
8. Assists in the planning and execution of editorial projects and journal-related ASHG programming.
9. Assists in the development and implementation of journal social media strategy.
10. Other duties as assigned.

Qualifications

The qualified candidate is expected to have:

- A Ph.D. in genetics, genomics, or a related discipline (required)
- Ability to think critically about a wide range of scientific issues
- Strong communication skills
- Interest in engaging with the scientific community



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- Talent for distilling complex concepts and communicating them
- Strong interpersonal skills; ability to work independently and also effectively in diverse team settings
- Ability to build/maintain professional working relationships; professional behavior and judgment within and outside the organization

Working conditions

- ASHG offices are located in Rockville, MD near the North Bethesda Metro in office space with free parking, onsite fitness facility, shuttle to metro, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect.
- ASHG has adopted a flexible work environment that enables the employee to work with their supervisor regarding remote work and in-person activity.
- Occasional evening or weekend meetings or events, and possible travel 4x/year.

Physical Requirements

- This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.



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About ASHG

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has nearly 8,000 members worldwide; hosts as many as 9,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 31 staff, an annual budget of nearly \$8 million, and prudent reserves.

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