



An Open Publishing Platform of the Organization for Human Brain Mapping

APERTURE NEURO

JOB DESCRIPTION

Position:	Journal Manager - Full Time
Classification:	Exempt
Reports to:	OHBM Executive Director
Supports:	Editor-in-Chief, Aperture Neuro; Aperture Oversight Committee Chairs

Job Summary

Aperture Neuro, a new open-access peer-reviewed online journal created by members of the [Organization for Human Brain Mapping](#) (OHBM) to share and promote research beyond the traditional PDF, is looking for a dedicated Journal Manager to provide oversight for day-to-day operations of the publication.

Aperture Neuro is looking for research that will enhance, innovate, and advance neuroscience. *Aperture Neuro* publishes articles (research reports and reviews) and other research objects, including tutorials, workshops, processing pipelines, software, simulations, computational notebooks, and datasets.

The Scientific community is looking for new ways of publishing digital research objects. Aperture Neuro is seeking an individual to help advance the diverse set of research objects involved in human brain mapping. This individual will work closely with the Editor-in-Chief, Aperture Oversight Committee, Editorial Review Board, Authors, vendors, OHBM staff, and other stakeholders to produce a unique and high-quality scientific publication.

The ideal candidate will be able to think creatively about optimizing a cloud-based platform to disseminate cutting-edge research provided in a variety of formats.

The individual in this position must be well-organized, have strong verbal and written communications, have technology savvy and be customer-service focused.

Candidates with strong technical skills may be considered for part-time work, depending on candidate availability.

Option to work virtually or on a contract basis.

Responsibilities

- Assist in the production of the online articles and research objects from receipt of manuscripts to online publication.
- Liaise with editors, editorial assistants, authors, vendors and internal departments

- Manage correspondence (mail, email, phone calls) and respond in a timely and professional manner to all internal and external inquiries
- Assist with the development and implementation of meetings and conference calls, including agenda and supporting materials; record and transcribe meeting minutes
- Assist with funding efforts and support grant writing activities
- Maintain data on websites and databases for all journal-related activities
- Assist in the creation and distribution of marketing materials including email blasts and informational brochures
- Prepare invoices, memos, letters, and other documents using word processing, spreadsheet, database or presentation software
- Provide regular, accurate reports demonstrating production performance against agreed goals, providing contextual information and analysis, and where appropriate making recommendations to improve processes and performance
- Maintain a filing system for easy retrieval of documents, records and reports
- Perform other production-related tasks and projects as assigned

Required Travel

- Domestic and international (1-3 times per year)

Essential Skills:

The successful candidate will have:

- Relevant qualification (degree or publishing) and/or journal management experience
- Demonstrated effective organization and project management skills including the ability to prioritize effectively and manage multiple projects/tasks and deadline simultaneously
- Attention to detail and ability to work accurately and quickly
- Problem-solving and decision-making skills with the ability to proactively identify and address problems quickly and independently
- Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook)
- Knowledge of database management
- Interpersonal skills including the ability to relate to all internal and external clients as well as colleagues at all levels
- Ability to work both independently and as part of a team
- Ability to produce professional documents with minimal amount of errors; including spelling, punctuation and grammatical errors
- Discipline to successfully work without close supervision
- Ability to provide strong and prompt customer service
- Ability to adapt to changing priorities and perform well under stressful situations
- Ability to anticipate, create, write and implement operational policies and practices
- Ability to be resourceful
- Ability to travel nationally and internationally
- Desire to work in the publishing community
- Fluent in written and spoken English language

Desired Qualifications:

- Be knowledgeable about Indexing requirements
- Be knowledgeable about Open-Source Software and Open Access Publishing Processes and Policies
- Possess coding skills or familiarity with coding processes

About Us

The Organization for Human Brain Mapping (OHBM) is an international society dedicated to advancing the understanding of the anatomical and functional organization of the human brain using neuroimaging. A primary function of the society is to provide educational forums for the exchange of up-to-the-minute and groundbreaking research across neuroimaging methods and applications. OHBM achieves this through its member-led committees and an Annual Meeting that is held in various locations throughout the world.

OHBM Mission

The purpose of the Society shall be to advance the understanding of the anatomical and functional organization of the human brain, and promote its medical and societal applications.

OHBM Will...

- Bring together researchers who are engaged in investigations relevant to human brain organization (MRI, fMRI, PET, EEG/MEG and other cutting edge approaches such as electrophysiology, preclinical imaging, neuroepidemiology, genetics); and
- Engage in other activities to facilitate communication among these scientists and promote education in human brain organization.

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, MN, providing professional management services to various member organizations including the Organization for Human Brain Mapping. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions to reach their fullest potential.

GMP's Vision: To change the world by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to csellner@gmpartners.org. No phone calls please.