

JoVE (Journal of Visualized Experiments) is Hiring!

Position: **Editorial Assistant/ Internet Researcher**

Location: **Cambridge, MA (Central Square)**

Start Date: **Immediate Opening (Needed ASAP)**

*****this is an entry-level position*****

Description:

JoVE is an innovative, peer-reviewed, PubMed-indexed academic video methods journal for the biological and physical sciences. We are the first and only of our kind and are currently looking for smart, self-motivated, hard-working individuals for an entry-level position.

Responsibilities:

Overview: Assist an Associate Editor in day-to-day tasks to increase volume and efficiency.

- * Identify and contact potential authors under the guidance of an editor
- * Send out initial emails to leads that are custom tailored to specific research
- * Schedule call appointments
- * Researching for various projects

Minimum Requirements:

- * B.S. in biology, biochemistry, physics or chemistry; a combination is strongly preferred
- * Ability to write and speak native English
- * Ability to work independently once given a project and a direction
- * Knowledge of the research and publishing processes an advantage
- * Microsoft Office proficiency
- * Daytime availability of 40 hours per week

If qualified, please send your resume and a cover letter detailing why you are an exceptional candidate to:

careers (at) jove (dot) com

We're making the biggest change to scientific publishing in 350 years. Come help us do it.