

POSITION DESCRIPTION

TITLE: Administrative Assistant, Publications and Drug Information Systems Office (PDISO) - American Journal of Health-System Pharmacists (AJHP)

REPORTS TO: Office Manager, Publications and Drug Information Systems Office

SUMMARY: Provides and coordinates support services to the Publications and Drug Information Systems Office (PDISO) with concentrated focus on the *American Journal of Health-System Pharmacy (AJHP)*, assuring that secretarial logistical and administrative matters are handled with maximum efficiency.

DUTIES AND RESPONSIBILITIES:

American Journal of Health-System Pharmacy

- Assist authors and reviewers with *AJHP's* online manuscript submission and review system.
- Submit manuscripts for authors who have difficulty using our online system .
- Update authors' and reviewers' contact information.
- Create manuscript folders for all papers submitted through eJournalPress .
- Prepare required weekly and monthly reports (e.g., Market Share Report, Revised Manuscript Report).
- Prepare and distribute the tentative plan for each *Journal* issue.
- Distribute *AJHP* advance issues to internal and external distribution list.
- Pull tear sheets for monthly advertising invoices.
- Send reprint order forms and tear sheets to authors.

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DUTIES AND RESPONSIBILITIES (CONTINUED):

- Circulate publication rights release requests to editors and prepare correspondence with person making the request.
- Support Managing Editor in creating the Committee on Publications Report.
- Assist Managing Editor in processing all permission requests.
- Organize and schedule duties for the office according to priority.
- Meet necessary deadlines in proper sequence.
- Maintain files for all office activities.
- Manage *AJHP* web mailbox for customer queries.
- Assist ASHP members and *AJHP* subscribers with *AJHP* online access (Highwire) issues.
- Assist *AJHP* Editor with correspondences for newly appointed members of the *AJHP* Editorial Board.
- Handle orientation schedule for the George P. Provost Editorial Internship and assist with the application process.
- Mail or fax copies of *Journal* articles requested by members.
- Responsible for circulating the office time sheet and maintaining files.
- Develops and maintains written procedures for *AJHP*.
- Responsible for typing, filing, copying, and other administrative duties as required.
- Assist staff in arranging business travel and meeting registration details.

Publications and Drug Information Systems Office

- Becomes familiar with and periodically performs other PDISO support functions, exchanging backup with other PDISO support staff as needed.
- Serve as contact with other administrative assistants in the Society dealing with interoffice communication.

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DUTIES AND RESPONSIBILITIES (CONTINUED):

Publications and Drug Information Systems Office

- Participate in new hire orientation for Administrative Assistants with the other PDISO support staff.
- Order supplies for office. Order copier and fax machine supplies on a rotating schedule with other administrative assistants.
- Responsible for updating staff procedures manual and maintenance of files.
- Coordinate meetings and luncheons for the office.
- Attend various meetings as required.
- Suggest improvements in procedures, methods and costs.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school, and/or commercial school; college preferred.
- Ability to type 60 words per minute with Microsoft office training and/or experience.
- Excellent oral and written communication skills.
- Professional, pleasant and effective telephone manner; congenial personality.
- Outstanding administrative and organizational skills, with at least five years work experience.
- Ability to multi-task and support several professionals; to prioritize and work with minimum supervision to meet deadlines.
- Ability to learn and apply new computer skills.

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CLASSIFICATION: Non-Exempt

Position Supervisor's Signature

Corporate Supervisor's Signature

JDS- 45F

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