

# Vacancy for Editorial Administrator



FEMS is the Federation of European Microbiological Societies, with its main mission to advance and unify microbiology knowledge. FEMS brings together 46 member societies from 36 European countries, covering over thirty thousand microbiologists. Members can apply for research fellowships, visiting scientist grants, young scientist meeting grants and/or support when organizing a meeting. FEMS facilitates the exchange of scientific knowledge to all microbiologists in Europe and worldwide by organising a congress every other year and by publishing five microbiology journals.

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## Publications Department

In the FEMS Central Office, located at the campus of the TU Delft in Delft, the Publications Department is responsible for publishing the five journals, i.e. FEMS Microbiology Ecology, FEMS Microbiology Letters, FEMS Microbiology Reviews, FEMS Yeast Research and FEMS Immunology and Medical Microbiology.

From September 1<sup>st</sup>, 2010, FEMS Central Office will have a position at its Publications Department as

**Editorial Administrator**  
32 or 34 hours per week

## Job description

The Editorial Administrator is responsible for the journal(s) assigned to him/her with regard to new submissions, assembling and handling of copy right forms of accepted papers, transferring accepted papers to the publisher and covers and prelims. These tasks are accomplished in the Manuscript Central on-line system, which facilitates exchange of data with the publisher and authors, chief editors and editors anywhere in the world. The Editorial Administrator is a member of the Publications department and reports to the Editorial Coordinator with regard to Publications matters.

## Requirements

The candidate ideally has a background in the life sciences and in particular in general microbiology, has possibly gained experience in a laboratory setting and is preferably experienced in scientific publishing. The candidate is fluent in English (oral and written), an experienced user of the Microsoft Office package and should be able to work cooperatively with others within a small but pleasant team.

## Employment conditions

FEMS Central Office initially offers a temporary contract of one year. Remuneration will be based on relevant experience.

## Application

For more information about the job you can contact Dr Andrea Hoogenkamp, Editorial Coordinator, at +31-15-269 3931.

Please send your letter and *curriculum vitae* to Barbara Dartee, General Manager, [fems@fems-microbiology.org](mailto:fems@fems-microbiology.org)

Acquisition in relation to this advert will not be appreciated.



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