

***Hospital Pediatrics* Assistant Editor**

3-year term

The Assistant Editor is responsible for editorial management of portions of original science article review as well as specific sections of the journal. The Assistant Editor also aids the Editor in making editorial policies and maintaining high standards of publication. The purpose of the Assistant Editor position is to prepare an editor for advancement to Associate Editor.

Responsibilities

- Manage 20–25 articles annually, including reviewing manuscripts, selecting peer reviewers, evaluating the peer reviews, and providing a decision recommendation to the Editor.
- Maintain confidentiality of all manuscripts in the prepublication phase.
- Adhere to production/publication schedules.
- Attend *Hospital Pediatrics* editorial board meetings.
- Participate in executive editorial board conference calls and in strategic planning for the print and online editions.

Qualifications

A minimum of 10 years of experience in medicine. Significant history reviewing for the journal and some editorial experience preferred. Board certified physician. Fellow in good standing of the American Academy of Pediatrics. No conflict of interest with another medical publication. (Assistant Editors may not serve as an editor of any other medical publication but may serve as reviewers.)

[Application](#)