

Job Title: IMI Academic Council & JMI Administrator
Status: Part-time
Location: Preferred Hamilton, NJ or Atlanta, GA (USA).

Organizational Overview

Imamia Medics International is a non-profit 501(c)(3) tax-exempt, global medical professional organization incorporated in the United States in 1994 and accredited by the United Nations Department of Public Information in 2000. At our core, we are a group of people from around the world who have pledged our time and resources to helping disadvantaged communities world-wide with access to quality healthcare. With many international chapters, projects and partners, IMI's global presence spans across five continents. IMI has active chapters in the United States, United Kingdom, Ireland, Pakistan, India, Iraq, Australia and Canada. IMI Headquarters are located in Princeton, New Jersey, USA.

Position Overview

IMI is seeking an Administrator for IMI's Academic Council and JMI (Journal of Medics International), IMI's open-access, online journal that publishes high quality articles in all fields of medical and health sciences and will have a broad readership across the globe with IMI membership in 20 countries across the world. This is a part-time position. This position reports to the Chair of the IMI Academic Council and Editor of the Journal of Medics International.

Duties and Responsibilities

The IMI Academic Council & JMI Administrator is responsible to ensure the smooth publication of JMI and fulfill the administrative needs for IMI's Academic Council.

Monitoring Online Journal Process

- Ensuring approved, peer-reviewed papers move through to publication smoothly.
- Checking the manuscripts for consistency.
- Managing back and front end of the journal online.
- Assisting editors / reviewers / authors.

Administrative Duties

- Maintaining the database for the Academic Council and JMI of speakers, authors, peer reviewers, editors and all involved in journal.
- Coordinating via email and phone for JMI submissions (online) and additions to IMI Academic Council's speaker's bureau.
- Responding efficiently to general inquiries for IMI's Academic Council & JMI.
- Organizing conference calls, recording minutes and maintaining publication calendar.

- Other administrative duties as may be required from time to time.

Qualifications and Competencies:

- Bachelor's Degree; degree in science preferred.
- Excellent English skills (verbal & written) and an eye for detail are essential.
- Technical proficiency in online skills for journal backend, Microsoft Office and use of databases along with internet research techniques required.
- Proven ability to work on own initiative to tight deadlines and prioritize a variety of important and urgent but diverse tasks.
- Must possess strong sense of responsibility and accountability.
- Sound confidential approach to work, where discretion is maintained at all times.
- A highly collaborative approach with a strong sense of teamwork and a willingness to work with colleagues (globally) in support of IMI's objectives.
- Passion for making the organization work efficiently and for creating systems and processes that lead to organizational effectiveness.
- Motivated and committed to academic excellence and a humanitarian ideology.

How To Apply

Please send your resume and a cover letter indicating your interest to *AQuyyum@emory.edu* with the subject header: IMI Academic Council & JMI Administrator. Applications will be reviewed on a rolling basis with the position expected to commence as soon as possible.