

Alpha Omega Alpha Honor Medical Society

***The Pharos* Editor-in-Chief Job Description – 0.3 – 0.4 FTE**

Alpha Omega Alpha Honor Medical Society (AΩA) has a 123-year tradition of being the country's oldest honor medical society. Established in 1902, AΩA has inducted more than 200,000 members, more than 130,000 of whom are active in the profession of medicine. AΩA has Chapters in 138 medical schools across the continental United States, in Puerto Rico, and in Lebanon. The AΩA National Office is located in Aurora, Colorado, adjacent to the Anschutz Medical Campus, and is an Equal Opportunity Employer.

The Pharos is AΩA's quarterly, peer-reviewed medical humanities journal. Published continuously since 1938, it aligns with the AΩA mission and is a guiding light to foster the scientific and philosophical features of the medical profession; to look beyond self to the welfare of the profession, and of the public; to cultivate social mindedness as well as an individualistic attitude toward responsibility; to foster research; and in all ways to ennoble the profession of medicine and advance public opinion. It accomplishes this by focusing on humanism in medicine – humanness, medical history, ethics, literature, art, poetry, music, language, philosophy, and culture.

AΩA is conducting a national search of its membership to find the next Editor-in-Chief of *The Pharos* – the fifth in the history of the journal.

The selected AΩA member will be responsible for setting the editorial vision and direction of *The Pharos*. They will maintain the quality and integrity of the content by overseeing the editorial process and upholding journalistic ethics, through the supervision and oversight of journal content. The Editor-in-Chief of *The Pharos* is an ex officio member of the Board of Directors of the Society and reports to the Executive Director for personnel, financial, and other matters not under the purview of the Journal Advisory Committee. The Journal Advisory Committee ensures the editorial independence, content, quality, and other measures of the journal.

Job Description

- Oversee *The Pharos* team, comprised of the Managing Editor, the Production Manager, and the Art Director, and work collaboratively with the Editorial Board in reviewing, editing, and selecting submissions for content, clarity, style and grammar.
- Make final decisions about which documents (manuscripts, book reviews, poems, etc.) and art will be published in the journal.
- Communicate with Editorial Board members; recruit new Editorial Board members when necessary; and evaluate performance and activity of Editorial Board members.
- Ensure high-quality, and sufficient staffing (employees and/or contracted professionals) for the development, production, and publication of the journal.
- Write editorial pieces and introductions to contribute to the journal.
- Respond to reader inquiries/Letters to the Editor.

- Develop and manage annual budget for *The Pharos* in concert with the AΩA Staff.
- Ensure the editorial freedom of the journal based on the World Association of Medical Editors [statement](#) on editorial freedom, duties, and responsibilities.

Proficiencies

- Excellence in relevant clinical, health, and medical sciences with strong writing and editing skills.
- A strong foundation in the health sciences, and the profession of medicine, with extensive knowledge of academic, community, and social medicine.
- Demonstrated strategic planning, leadership, and communications skills.
- Proven ethical standards and negotiation skills.
- Familiarity with the writing, production, and publication process.

Qualifications

- Active member of Alpha Omega Alpha Medical Honor Society with a history of engagement with the organization.
- A minimum of five years' experience working as an Editor for a medical journal.
- Proofreading and copyediting skills and experience.
- Must have demonstrated computer experience, with high proficiency in Microsoft Suite, Submission Management Systems, Dropbox, and Zoom.
- Must possess excellent editorial judgement and strong attention to detail.
- Must demonstrate organization and time management skills, and the ability to lead others.
- In-person or hybrid work is preferred.

Salary Range

\$55,000 – \$85,000 plus benefits – health, dental, FSA, 403(b) plan, and on-campus parking.

Please send a cover letter and curriculum vitae, along with salary requirements, to brad@alphaomegaalpha.org.