

SILENCE PUBLICATIONS

Remote Personal Assistant - Research Office

Job Responsibilities and Standards of Work

EMPLOYER: Silence Publications

ROLE: Remote Personal Assistant - Research Office

WORK ARRANGEMENT: Remote, with availability during agreed working hours and for scheduled online meetings

REPORTING: Reports remotely to the designated office supervisor or authorized representative of Silence Publications

Role purpose

The Remote Personal Assistant provides administrative, research-coordination and project-management support to the research office of Silence Publications. The role requires reliable online communication, accuracy, discretion, dependable follow-through and secure handling of unpublished and confidential material.

1. Remote office and schedule management

Remain available and responsive through approved communication channels during agreed working hours and advise the supervisor promptly of any interruption.

Manage calendars, virtual appointments, online meetings, reminders and daily priorities across relevant time zones.

Maintain a master schedule of manuscript deadlines, reviews, submissions, follow-ups and institutional commitments.

Prepare virtual meeting agendas, record decisions and track assigned actions through completion.

2. Correspondence and external coordination

Prepare professional emails, letters, invitations, acknowledgements and follow-up messages for authorization before release through approved accounts.

Coordinate communication with academics, legal professionals, policy specialists, journals, universities, libraries, public bodies and nonprofit organizations.

Verify recipient names, professional titles, affiliations and contact details before correspondence is issued.

Maintain a shared contact and follow-up register recording the date, purpose, status and next required action for each communication.

3. Research administration

Organize research sources, evidence logs, legal materials, references, reviewer reports, supplementary files and manuscript versions in approved shared systems.

Conduct preliminary searches for academic literature, legislation, institutional contacts, submission requirements and publicly available data when assigned.

Record complete source details and clearly distinguish verified information from information requiring further confirmation.

Support independent legal, policy and academic review processes while preserving each reviewer's professional independence.

4. Manuscript and submission support

Maintain controlled versions of manuscripts and ensure that only the latest authorized version is circulated or submitted.

Format manuscripts, references, tables, appendices, reports, presentations and submission materials according to applicable requirements.

Maintain a submission checklist and confirm that required files, declarations, supplements, permissions and supporting documents are present.

Track journal, conference, institutional and publication submissions, including acknowledgement dates, reference numbers, decisions and response deadlines.

Assist with publication records, researcher profiles and institutional documentation as directed.

5. Quality control

Check names, dates, citations, hyperlinks, document titles, numbering, cross-references and file labels for accuracy and consistency.

Identify missing evidence, inconsistent versions, unresolved comments and incomplete submission components and report them promptly.

Apply approved templates, naming conventions and records-management procedures consistently.

Never present assumptions, draft conclusions or unverified information as established fact.

6. Remote work, confidentiality and security

Maintain a reliable internet connection, a suitable private workspace and the equipment needed for secure remote work.

Protect confidential, unpublished, personal, legal, employment and reviewer information from access by household members or other unauthorized persons.

Use approved accounts, shared drives and communication systems; follow password and multi-factor authentication requirements and do not store office material in unapproved personal services.

Observe research-integrity, authorship, copyright, privacy and conflict-of-interest requirements

in all remote activity.

Immediately report device loss, data loss, suspicious access, connectivity problems affecting work, confidentiality concerns or material errors.

7. Reporting and accountability

Provide concise daily or weekly remote progress reports covering completed work, current availability, pending deadlines, unanswered correspondence and decisions required.

Escalate urgent deadlines, conflicting instructions, missing documentation and risks that may affect a submission or institutional relationship.

Maintain a clear audit trail of significant document changes, approvals, communications and submissions.

Perform other reasonable administrative and research-office duties assigned by an authorized representative of Silence Publications.

AUTHORITY AND APPROVAL

The Remote Personal Assistant may prepare, organize and coordinate work within assigned duties and approved systems. The employee may not independently submit a manuscript, issue external correspondence, enter into commitments, promise authorship or recognition, alter research findings, approve expenditure, or provide legal or academic conclusions unless specifically authorized by Silence Publications.