

ISSUED: 2/01

SALARY

& 10/00
CLASS

SCHEDULE: B

CODE: PE337

SALARY

EEO

GRADE: 9

CODE: 30

FLSA: Exempt

E-CLASS: PE

TITLE: Assistant Editor

UNION: P&A- Local 1979, U.A.W.

POSITION PURPOSE

Provide editorial assistance in the development and processing of manuscripts to ensure timely and quality publication of books.

ESSENTIAL JOB FUNCTIONS

- Assist in all facets of manuscript development. Assist in reviewing unsolicited manuscripts and proposals, securing appropriate and qualified reviewers, and preparing materials for editorial board review. Maintain and monitor manuscript review and publication schedules.
- Assist in all facets of editorial work. Assist in editing book manuscripts; identifying and overseeing freelancers, electronic coding and manuscript clean up, and interfacing with authors, contributors and editors.
- Provide assistance in screening and selecting book proposals and manuscripts; verify writing competence; update department databases. Assist in developing materials for publications; maintain and monitor manuscript editing and copyediting schedules.
- Prepare correspondence, transmittals and communications; assist in coordinating projects; perform miscellaneous administrative support functions.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to provide routine editorial assistance in the development and processing of manuscripts for publication. Skills in proofreading and editing and some understanding of scholarly book publishing are preferred. Work activities require providing assistance in all facets of manuscript preparation, editorial work and publication. Work activities require interfacing with freelancers (copy editors, proofreaders, indexers, etc.) authors and internal editorial staff. This classification is generally assigned to the University Press within the University Library System. This classification reports to and receives technical guidance from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Excellent oral and written communication skills.
- Some knowledge and experience with computer software applications for publications or other communications, e.g. Filemaker Pro, Word, Excel, etc.
- Ability to organize and prioritize work assignments to meet established deadlines.
- Ability to establish and maintain effective working relationships between external and internal contributors.
- Some knowledge and experience in writing, editing and proofreading preferred.
- Some understanding of scholarly book publications preferred.
- Some experience in manuscript editing preferred.