



Communications Job Function

Editorial Assistant I

Grade 49

Summary

Performs editorial duties in support of preparation of final copy for publication in scholarly works, professional journals or department/school/University publications. Performs the assignment under close supervision, receiving detailed instructions as to methods, procedures and desired end results.

Typical Duties

1. Edits and/or proofreads manuscripts and other forms of copy for general grammatical correctness.
2. May keyboard and proofread materials prior to publication using a variety of computer software.
3. May revise and check reproduction proofs prior to publication.
4. Serves as a liaison with author, printer, faculty, staff and others directly concerned with published work.
5. May assist in performing layout work, coordinating production schedules and maintaining printing deadlines.
6. May do some reporting and writing for department, school and University publications.
7. May assist in obtaining illustrations and perform tasks related to same.
8. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent with some college background preferred.

Skills and Experience: Familiarity with basic printing and publishing procedures. Good keyboarding skills and ability to learn computer software programs. Working knowledge of grammar and spelling. Good vocabulary and writing experience. Editing test may be required..

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.