



Communications Job Function

Editorial Assistant II

Grade 51

Summary

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

Typical Duties

1. Edits and/or proofreads manuscripts and other forms of copy for publication, making stylistic, structural and grammatical corrections.
2. May keyboard and proofread materials prior to publication using a variety of computer software.
3. May perform layout work, coordinates production schedules and maintains printing deadlines for same.
4. May assist in editorial, design and production aspects of material for production, as well as post-production activities such as mailing, registrations of copyright, etc.
5. May provide assistance of a general office support nature for immediate supervisor or others involved in editorial program of the larger unit.
6. May confer with author or client on content, form and style, and suggest or perform manuscript revision.
7. May compile indexes and tables of contents.
8. May report and write copy for department, school and University publications.
9. Maintains contact with author, printer, faculty, staff and others directly concerned with the published work.
10. May assist in training, scheduling and distributing work of students, casuals and temporary workers.
11. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: Some college background, preferably in English or a related field.

Skills and Experience: Two to three years' related experience. Familiarity with printing and publishing procedures and related computer software. Good keyboarding and other computer skills. Excellent command of grammar and spelling, and good vocabulary and writing skills. 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.