Title: Editorial Assistant

Pay Scale Group: 28

Essential Function

Edit and process manuscripts, grant applications, journal articles, abstracts, presentations, etc.

Characteristic Duties

1. Format and edit manuscripts, grant applications, journal articles, abstracts, presentations, etc.; edit for grammar and punctuation, content, construction and consistency. Performs final editing of all proofs for publication.

2. Process edited work on word processing system; establish and maintain indexes, purge materials, etc.

3. Obtain copyright privileges; coordinate with joint authors on publication related activities; perform Medline and other searches for reference materials; maintain reference files.

4. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• Associate’s degree in Journalism, English or related field or an equivalent combination of related college level courses and work experience; must be able to demonstrate knowledge of word processing equipment (60 wpm); one year of editing experience in research and/or medical setting.

Last updated: December 1986