

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED 11/88
SUBJECT <i>Student Editorial Assistant</i>	RANK x316	GROUP IV	CBC	PHYSICAL

DEFINITION:

Under the direction of a staff employee, a student performs all or part of the following duties:

- (a) Proofreads computer keypunch cards, department printouts, and galleys of type showing office listings, calls department offices to assure they meet the deadline; keeps track of all departments that have submitted material.
- (b) Proofreads galleys of type, camera-ready earthwork, and printers' proofs.
- (c) Edits manuscript copy to maintain to maintain University standards of usage and to rectify errors of spelling, punctuation, and grammar.
- (d) Fills all written requests for or queries about materials published by other campus units.
- (e) Directs written requests for or queries about materials published by other campus units to those units.
- (f) Calls authors to obtain answers to queries raised during the copy editing of manuscript.

BASIC QUALIFICATIONS:

Completion of 12 upper-level courses in a language, English, or journalism with a 4.75 GPA (A=5.00). Ability to edit and proofread as demonstrated in 3 graded papers. Must be a graduate student.

QUALIFICATIONS FOR STARTING AT STEP B:

Baccalaureate in a language, English or journalism. Current enrollment as a graduate student in one of those fields or a related field.