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 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.