**Student Editorial Assistant**

**DEFINITION:**

Under the direction of a Manager/Supervisor, a student performs all or part of the following duties:

(a) Proofreads documents, department printouts, and office listings. Ensures all edits are submitted by their deadlines.

(b) Edits manuscript copy to maintain University standards of usage and to rectify errors of spelling, punctuation, and grammar.

(c) Fills all written requests for queries about materials published by other campus units.

(d) Directs written requests for queries about materials published by other campus units to those units.

(e) Calls authors to obtain answers to queries raised during the copy editing of manuscript.

**BASIC QUALIFICATIONS:**

Completion of 12 upper-level courses in a foreign language, English, or journalism with a 3.00 GPA (A=4.00). 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 foreign language, English or journalism. Current enrollment as a graduate level student in one of those fields or a related field.