

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT <i>Student Editorial Assistant</i>	RANK x316	GROUP IV	CBC	PHYSICAL

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.