

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <i>Student Editorial Assistant</i>	RANK x316	GROUP IV

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, ensuring all edits are submitted by their deadlines.
- (b) Edits manuscript copy to uphold University standards of usage and correct errors in spelling, punctuation, and grammar.
- (c) Responds to written requests for information about materials published by other campus units.
- (d) Routes written requests for information about materials published by other campus units to the appropriate ones.
- (e) Contacts authors to resolve queries raised during the copy editing of manuscripts.

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.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Assume duties that help one progress professionally.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Effectively communicate actions, especially when recognizing the diverse perspectives and lived experiences of others.
- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Seek out and leverage diverse resources and feedback from others to inform direction.

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- Plan, initiate, manage, complete, and evaluate projects.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).