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.
### Student Editorial Assistant

- 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)].*