

Job Title	Editorial Assistant
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The Editorial Assistant, under supervision, provides editorial assistance in the completion of technical task involving books, manuscripts proposals and reports.

Essential duties and responsibilities

- Reads and transcribes files into particular formats.
- Performs typesetting duties.
- Maintains database and tracks the progress of editors.
- Maintains correspondence with editors on projects.
- Edits manuscripts, proposals, papers and reports.
- Provides journalistic and writing skills in the preparation of research proposals and editing of technical reports.
- Coordinates the compilation and printing of final documents.
- Prepares text and tables.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional responsibilities

Minimum requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – No prior experience required.

Knowledge of – Knowledge of word processing, spreadsheet, and database programs Strong grammar, spelling, communication, and interpersonal skills.

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	