

AgriLife Classification Description

Last Updated: 4/12/12

9278
EDITORIAL ASSISTANT
03/07/07

SUMMARY

General Description: Corresponds with editors, providing editorial assistance in the completion of technical tasks involving books, manuscripts, proposals and reports.

DUTIES

Typical: Reads and transcribes files into particular formats; performs typesetting duties; maintains databases and tracks the progress of editors; maintains correspondence with editors on projects; may maintain project websites; edits manuscripts, proposals, papers and reports; provides journalistic and writing skills in the preparation of research proposals and editing of technical reports; may coordinate the compilation and printing of final documents; formats, edits and proofreads copy for errors; prepares text and tables; performs other duties as assigned.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: None.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience. Some editorial experience..

Preferred: Bachelor's degree. One or more years of editorial experience.

EXPERIENCE

Required: None.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Excellent oral and written communication skills. Ability to use word processing, spreadsheet and database programs.