**Assistant Editor Job Description**

**Classification Title:** Assistant Editor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Assistant Editor, under general supervision, oversees the manuscript review and provides editing skills to ensure proper grammar, clarity, organization, style and format consistency.

**Essential Duties and Tasks:**

**40% Editing**

* Edits, proofreads, and format reports, publications, proposals, manuals, and other materials.
* Provides camera-ready copy to publisher.
* Liaises with authors, reviewers, designers, and printers to coordinate all phases of publication production.

**20% Project Management**

* Tracks the status of assigned projects to ensure work stays on schedule and meets deadlines.

**20% Maintenance**

* Maintains project website.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in technical writing, editing, proofreading, and updating electronic content.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Exceptional written and verbal communication skills in English.
* Familiarity with writing style guides and ability to adapt to Chicago Manual of Style.
* Familiarity with Microsoft Word and Adobe Acrobat.
* Ability to manage multiple simultaneous tasks and meet deadlines.

**Additional Information**

**Machines and Equipment:**

* Computer
* Printer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**