**Editorial Assistant Standard Job Description**

**Classification Title:** Editorial Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

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

**Essential Duties and Tasks:**

**60% Format Editing**

* Conducts timely and efficient format reviews of electronic theses, dissertations, and records of student to ensure adherence to Texas A&M formatting standards.
* Edits manuscripts, proposals, papers and reports.
* Reads and transcribes files into formats.
* Performs typesetting duties. Prepares text and tables.
* Provides journalistic and writing skills in the preparation of research proposals and editing of technical reports.
* Coordinates the compilation and printing of final documents.

**20% Customer Service and Outreach**

* Guides and assists students, faculty and staff regarding the preparation, submission, review and publication of the thesis/dissertations/record of study.
* Maintains database and tracks the progress of editors.
* Maintains correspondence with editors on projects.

**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 in applicable field or equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* None.

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

* Knowledge of word processing, spreadsheet, and database programs Strong grammar, spelling, communication, and interpersonal skills.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computers
* Telephone
* Printer

**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?**

[ ]  **Yes**

[x]  **No**