



University System of Maryland Job Class Specification

TITLE: EDITORIAL ASSISTANT
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: S-439081

JOB CODE: N10ERU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PRL

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision, performs a variety of duties in support of the editing and production of manuscripts and other materials for publication.

PRIMARY DUTIES

1. Copy edits, proofreads, and revises materials such as manuscripts, manuals, reports, promotional and information literature using a variety of software packages and formats. Checks galley and page proofs.
2. Designs, prepares and produces materials using desktop publishing or other similar software packages.
3. Coordinates manuscript review and production, and ensures that materials conform to editorial form and format requirements, procedures, guidelines, and schedules; corresponds and follows up with authors and editorial board.
4. Compiles, verifies, and prepares items such as illustrations, graphics, slides, lists of references, and bibliographies.
5. Tracks and monitors editorial budget and supplies.
6. Maintains files or library of publications and related materials.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree.

EXPERIENCE: One year related experience.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of standard editorial and production principles and procedures. Skill in using a variety of software packages such as desktop publishing, word processing, and graphics as they relate to the creation, editing, formatting, design, and production of materials for publication. Ability to communicate effectively.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A