Michigan State University
College of Nursing
Position Description

Title: Academic Editor (50% position)

Position Description: The College of Nursing invites applications for the position of Academic Editor. The Academic Editor serves as a member of the team with College of Nursing faculty members and doctoral students to edit and produce documents including, but not limited to, grant applications, reports, newsletters, publications, and manuscripts in a meticulous manner while increasing visibility and preserving the author's intended meaning. In addition, this position provides content-related support to graduate nursing courses, curriculum, and research activities which adhere to editorial standards as well as the College of Nursing standards and protocol. The Academic Editor will regularly consult with the Center for Nursing Research, Scholarship & Innovation administration to receive and distribute pertinent information related to research publications.

Responsibilities:

- Provide a wide range of editorial support for documents, including but not limited to reports, fact sheets, brochures, reports manuscripts, manuals, speeches, and training and conference materials
- Assist in providing editorial support for curriculum materials for doctoral nursing courses
- Successfully manage multiple competing deadlines while working individually and in a team setting
- Adhere to a variety of specific style guidelines
- Assist faculty and students in gathering grant and research information
- Assist faculty and students in writing, editing copy, and adapting for publication
- Assists faculty and students in understanding and following author and researcher guidelines.
- Provide guidance and information on writing resources, models, and standards
- Assist with the creation and/or updating of bios and CVs
- Remain up-to-date on editorial guidelines and protocols, and update materials appropriately on a regular basis
- Ability to address copyright and plagiarism concerns respectfully
- Quarterly compile a research newsletter of faculty and student scholarship

Requirements:

- Bachelor's degree in Communications, English, Journalism, or related field; Master's degree preferred;
- Two to three years of experience writing and editing related work and providing editorial services; editorial experience in an academic setting preferred;
- Strong intellectual curiosity and comfort level with high-quality standards and university environment;
- Ability to handle complex, often technical materials including developing accessible and compelling content;
- Display maturity and diplomacy in interacting with senior faculty, students, staff, and experts whose primary responsibility is to clients;

- Ability to influence others to achieve consensus and results;
- Exceptional technical skills, including proofreading, editing, grammar, spelling, and assessment for formality;
- Ability to take and pass an editing test;
- Demonstrated experience in editing academic writing;
- Attention to detail and strong organizational skills;
- Familiarity with APA and Chicago style guides and conventions;
- Excellent verbal and interpersonal communication skills, and ability to express editorial opinions in a professional manner;
- Excellent time management skills;
- Ability to multi-task and prioritize workload in a fast-paced, deadline-driven environment;
- Proficiency in Microsoft Office Suite applications (Word, PowerPoint, Outlook, Excel and Access) and Adobe Acrobat Pro

Faculty & Students: Curriculum development effort- 90%; Outreach effort- 10%

Application requirements: CV, cover letter, and writing sample