

POSITION DESCRIPTION

GENERAL INFORMATION

Position Title:	Assistant Editor
Reports To:	Manager, Editorial Services
Work Group:	Program Development / Creative Services
Unit:	Editorial Services
FLSA Status:	Exempt
Date Updated:	9/27/11

POSITION SUMMARY

The Assistant Editor, under the supervision of the Manager of Editorial Services, assists in the administrative and editorial functions of the unit. Position is responsible for coordinating the scheduling and tracking of Editorial Services work, proofing and light editing of publications (both print and Web), conducting administrative work for the unit, maintaining the unit's SharePoint and Intranet sites, preparing publications for editing and typesetting, and assisting with budget tracking. Expertise with computer software is vital because the person in this position must convert documents from outside for editing internally, use Excel for tracking data, and do Internet research.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs scheduling and tracking duties for Editorial Services, including teaming with Production staff to maintain a production schedule database; monitoring the schedule of Editorial Services projects; communicating with project managers, Production and Design staff, freelance editors, and Editorial Services colleagues about projects and schedules; attending production meetings and launches as unit representative; suggesting and implementing improvements to scheduling and tracking processes.
- Prepares publications for editing and typesetting, including cleaning up documents for editing, inputting corrections after query stage, coding documents, and transferring files to Production.
- Conducts copyediting, formulates queries, and resolves editing problems for smaller-scale publications such as e-newsletters, conference materials, online publications, and executive materials. Also conducts quick-response editing on fast-turnaround, walk-up editing projects. Communicates with project managers about changes.
- Reviews page proofs and bluelines.
- Edits and proofreads content for the ASCD website in the Vignette Content Management System, reviewing minor changes for accuracy and editing pages with new or substantively changed content.
- Performs administrative duties for the unit, including organizing and maintaining project files and documentation (e.g., as administrator of the unit's SharePoint team site); setting up meetings; compiling information to share with the association (e.g., as administrator of the unit's Intranet site); coordinating the scheduling, electronic transmission, and mailing of freelance work; tracking invoices and budgets; tracking

production statistics and preparing reports on those statistics; and compiling customer satisfaction information.

- Coordinates ASCD's post-mortem process, setting up meetings as requested, facilitating those meetings, taking minutes, and compiling and archiving those minutes for future reference.
- Works with the rest of the Editorial Services unit to manage, maintain, and enforce the ASCD Style Guide.
- Other duties as assigned.

QUALIFICATIONS

Knowledge

- Bachelor's degree in a related field (English, journalism, education, liberal arts, or otherwise related to publishing).
- Mastery of the English language and editing and proofreading skills.
- Familiarity with the publication process, from manuscript preparation to design and printing, and general understanding of copyright law.
- Background in education field helpful.

Skills and Abilities/Critical Success Factors

- Excellent organizational, interpersonal, and communication skills required.
- Excellent spelling, grammar, and proofreading skills are essential.
- Good writing and editing skills are needed as well.
- Extensive word processing skills required, and Microsoft Word experience is preferred.
- Familiarity with the Internet is vital, and HTML/XML coding skills are a plus.
- Must have an aptitude for using technology tools including Microsoft Office, Microsoft SharePoint, web tools, content management systems, and collaboration software.
- Must be able to work well with a team and alone and use initiative and problem-solving skills.

Experience

- Requires a minimum of two years of related experience.

WORK ENVIRONMENT

- Quiet work space with a networked personal computer and access to printer, fax, photocopier, e-mail, Internet, phone, phone mail, and conference rooms.
- Interacts regularly with ASCD staff, freelancers, authors, ASCD officers, and members.

PHYSICAL DEMANDS

- Ability to operate computer and other office equipment.
- Ability to sit at a desk for more than one hour at a time.
- Ability to bend and stoop in order to file and shelf.
- Well-functioning visual and auditory ability.
- The noise level is generally quiet to moderate.

- Physical stamina and ability to move about great distances (required for occasional work at Annual Conference).

This position description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.