

## GSA EDITORIAL ASSISTANCE SERVICE: MANAGING EDITOR WANTED

The GSA Editorial Assistance Service at the University at Buffalo provides free online editorial services for graduate students working on research papers, thesis projects, and dissertations. Editors **MUST** have excellent writing and copyediting skills.

Candidates should possess these qualifications:

- Firm understanding of academic writing and copyediting expectations
- Time management, organization, and human relations skills
- Possess leadership and problem-solving skills
- Ability to read and understand papers written by fellow graduate students on a wide variety of topics
  - Familiarity with grammar conventions and academic styles (i.e. APA, CMS, and MLA)
- **MUST** have paid student activity fee to apply

Preferred candidates will also possess:

- Prior professional copyediting or proofreading experience
- Prior tutoring experience
- Prior teaching of composition/writing classes
- Familiarity with TESOL or ESL-related issues

The Managing Editor's responsibilities will include but are not limited to:

- Maintain rigorous records of editing projects
- Manage Hourly Editors and supervise the use of style guidelines and author queries
- Maintain service visibility through online and face-to-face channels
- Work with the GSA Executive Committee and staff to maintain oversight
- Hold 3 office hours weekly in the GSA main office
- Copyedit paper submissions
- Create monthly progress reports for the GSA Executive Committee on the status of Editorial Services
- Other editing as assigned by the GSA Executive Committee

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email AS A SINGLE PDF the following:

- Cover letter describing your background, availability and interest
- Curriculum Vitae highlighting editorial experience

Send it to [gsa-vicepresident@buffalo.edu](mailto:gsa-vicepresident@buffalo.edu) by July 3rd. Qualified candidates will be invited to interview mid-July. This is a stipend position in the amount of \$10,450 from August 1, 2017 to July 31, 2018 with an annual renewal/evaluation process.