

GSA EDITORIAL ASSISTANCE SERVICE: HOURLY ASSOCIATE EDITOR WANTED

The GSA Editorial Assistance Service at the University at Buffalo provides free online editorial advice for graduate students working on research papers, thesis projects, and dissertations. Editors **MUST** have excellent writing skills. There is currently one Hourly Associate Editor position available.

Candidates should possess these qualifications:

- Firm understanding of academic writing and copy-editing expectations
- Time management, organization, and human relations skills
- Be organized and able to work independently
- 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

Editors' responsibilities will include but are not limited to:

- Copyedit or proofread submitted papers using Microsoft Word *Track Changes* and *Comments*
- Maintain regular communication with the Managing Editor, other Associate Editor(s), students and GSA personnel through email and other related duties
- Attend all Editorial Assistance Team meetings
- Attend all GSA Staff Meetings
- Staff the GSA Editorial online Chat function
- Report to the Managing Editor

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
- Resume

Send it to gsa-vicepresident@buffalo.edu by February 18, 2022. Qualified candidates will be invited to interview late February. This is an hourly paid position (\$15 per hour) running through July 31, 2022 with the possibility for renewal, upon review.