UNIVERSITY OF SOUTH FLORIDA

USF Job Class Description
JOB CODE: 1422
JOB TITLE: Copy Editor
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-Exempt
CBU : 31
Effective 04/20/2007

Job Title: Copy Editor

Job Summary

The Copy Editor's primary job function is to coordinate publication efforts for the department or business unit through the editing, writing, indexing, and producing of manuals, manuscripts and journals, which may include on-line or web based materials.

Nature of Work

The Copy Editor typically reports to a Test Developer Administrator or other appropriate administrator in the Institute for Instructional Research and Practice (IIRP) at the University of South Florida. This position is responsible for ensuring that all materials developed and published meet established standards in regards to appearance and content. The Copy Editor works collaboratively with faculty, staff and authors in the production of instructional materials administered by the IIRP. The incumbent must have the ability to multi-task, and meet strict deadlines. The use of personal computers and related software applications is essential to this position. An excellent command of the English language and knowledge of publication formatting and editorial practices is also necessary.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Edits, writes and rewrites articles, short stories and book manuscripts for publication.
- Confers with authors and other staff members regarding editorial changes and revisions.
- Reads and evaluates manuscripts and ensures correct grammar, consistency in style, readability and design.
- Coordinates galley and page proofing, book design, computer disk transferal and the generation of illustrations, tables, cartographic and indexes.

- Supervises, monitors or coordinates the activities of subordinates.
- Researches and selects materials to be used.
- May develop and produce web-based materials.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Journalism, English or related field and two years of experience in editing, journalism or editorial research; or, six years of progressively responsible experience in editing, journalism or editorial research; or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.