

JOB POSTING, March 22, 2010

**UCLA ASIAN AMERICAN STUDIES CENTER JOB OPPORTUNITY
ASSISTANT EDITOR**

APPLY ELECTRONICALLY, GO

TO:<https://hr.mycareer.ucla.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1269040340212>

NO. 14350

Requisition Number: 14350

Job Title: EDITOR, ASSISTANT

Working Title: ASSISTANT EDITOR

Salary: \$2869 - \$3438

Job Type: Limited

Department Name: 2060-ASIAN AMERICAN STUDIES CENTER

Department Website URL: www.aasc.ucla.edu

Job Summary Statement: The assistant publications editor assists the principal editor with manuscripts, proofreading, and author follow-up of Amerasia Journal. In addition to editorial duties, the assistant editor is responsible for compiling and writing press releases and reports, and producing materials for Cross/Currents, the Center's biannual newsletter.

Percentage of Time: 75%

Shift Start: 8:00 am

Shift End: 5:00 pm

Qualifications for Position

Qualifications Required/Preferred

Demonstrated experience (2 years) in editing and rewriting scholarly and institutional materials.

Required

Working knowledge of Asian American community, or communities.

Preferred

Bachelor of Arts required, MA preferred or equivalent demonstrated editorial and writing experience.

Required

Proficient in Microsoft Office Suite and Adobe InDesign.

Required

Proficient internet research skills and Online Blog experience.

Required

Ability to read, proofread, and follow stylistic guidelines (University of Chicago).

Required

Ability to do follow up correspondence with authors and writers on their manuscripts.

Required

Ability to work with editors, reviewers, scholars, and graduate students.

Required

Demonstrated proofreading skills to edit manuscripts, galleys, press releases, websites.

Required