POSITION ANNOUNCEMENT
TECHNICAL WRITER

TITLE: Technical Writer/Manuscript Editor
DEPARTMENT: Instructional Grants and Contracts,
EMPLOYMENT DATE: 12/01/2012
SALARY MINIMUM: $34.800

Essential Job Functions:

Utilizes knowledge of Office of Faculty Research (OFR), mission, objectives or programs to write and edit technical reports, publications, related documents and other media. Severs as manuscript editor for the Texas Journal of Agriculture and Natural Resources. Reviews and edits material for proper use of terminology, style, direction, content, grammar, diction, punctuation, and clarity. Designs and lays out formatting, estimates publication costs, provides invoicing and monitors accounts receivable, etc. Draws/creates and/or selects graphic charts, working drawings, illustrations, maps, etc., for publications/displays, web pages, or similar projects. Assist faculty with research manuscripts edits, proofing, and submission to scientific journals or other outlets.

Qualifications:

Education/Experience Required: Bachelor's degree in English or related field such as journalism or communications; 1-2 years technical writing/editing experience;

Proficient in Microsoft Office software; experience with web publishing tools. Strong writing and editorial skills.

Education/Experience Preferred: 2-4 years technical/scientific writing, editing, and/or publications experience. Proficiency with web based publications.

Necessary Skills:

The successful candidate will work closely with the TJANR Editor-in-Chief and managing editor to accept for review, research manuscripts originating for ACT member institutions, with the task of managing manuscript editing and workflow, publishing accepted manuscripts to the online journal, tracking accounts payable/receivable, maintaining TJANR records, and prepare semi-annual performance reports. Additionally, the successful candidate will assist Tarleton faculty with manuscript preparation, review/editing services, and related activities. Standard periodic reporting, internal document preparation, and training materials development and other activities as assigned by Executive Director-OFR

Physical Requirements:

Within the general range of an office environment

Other:

Essential functions listed above may not be performed in every position with this title, and these essential functions may not include all related duties that might be performed.

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Tarleton State University. A Member of The Texas A&M University System, is an Equal Opportunity and Affirmative Action Employer and Educator, committed to excellence through diversity. Males, age 18 through 25, must be properly registered with the Selective Service System to be eligible for hire. This position is designated as a security sensitive position and requires a satisfactory criminal history background check.