

**EMPLOYMENT OPPORTUNITY
NATIONAL WMU
BIRMINGHAM, ALABAMA**



JOB TITLE: *Copy Editor (Preschool)*

STATUS: Part-time Equivalent (18-Hour Work Week)

Hub ROLE:

To serve as a member of the Editorial Production Hub, to edit resources, and to coordinate digital and print workflow among hub members.

KEY RESPONSIBILITIES:

- Edits manuscripts for spelling, punctuation, grammar, form, completeness, length, and consistency. Styles copy according to WMU Style Manual.
- Participates in the preparation and maintenance of schedules and digital workflow. Tracks publication through all stages of production. Works on multiple publications simultaneously.
- Verifies information for accuracy. Researches and checks facts from a variety of sources.
- Proofreads copy at all stages of production.
- Interacts externally with writers, information sources, readers, and persons featured in articles. Interacts internally with staff and customer service representatives.
- Maintains electronic and paper files according to WMU policies and procedures.

QUALIFICATIONS:

- Bachelor's degree in English, journalism, communications, or education; Or
- College course work in English, journalism, or communications and three to five years copy editing work experience.
- Proficiency in Microsoft Office for Mac programs and Adobe InDesign.
- Experience using social media and editing/copy editing on the Web. Familiarity with Web content management systems.
- Knowledge of publishing and style guides (e.g., Chicago), preferred.
- Experience copy editing curriculum, preferred.
- Project management and digital work flow experience, preferred.

If you are interested in this position, submit your resume to Human Resources:

- Email: hr@wmu.org
- Fax: (205) 995-4827
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months. WMU is an equal opportunity employer.