



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Graduate Reader/Editor

JOB SUMMARY

This position will work directly with students and faculty for the purpose of ensuring the production of high quality theses/dissertations/records of study, coordinating/overseeing the manuscript review and approval processes; establishing, interpreting, editing, and communicating Graduate School formatting and style guidelines; organizing and conducting relevant workshops for faculty and students; preparing summary information about theses/dissertations for reports and publication, such as graduation programs and ceremonies. Work is performed independently and uses specialized knowledge and/or experience resulting in minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Dean, Graduate School

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides manuscript editing services of student's thesis and/or dissertations manuscripts, ensuring these clients are efficiently and effectively served by the Graduate School.
- Provides outreach to guide students in the preparation, review, and submission of a thesis/dissertation/record of study.
- Initiates, plans, and implements effective and equitable procedures to modernize and enhance efficiency when needed.
- Provides consulting services to students for the purpose of improving thesis/dissertations/manuscripts.
- Proofs commencement program for graduate students at commencement time.

ADDITIONAL DUTIES

- Participates actively in collaborative activities with internal and external constituents as a representative of the Graduate School for the purpose of accomplishing the common vision, mission, and goals of the University and the Graduate School.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred.

EXPERIENCE

One year experience in editing and proofreading, preferred in academic thesis/dissertations/manuscript writing or related area. Strong background in English grammar and spelling.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Thorough knowledge of English usage and grammar.
- Excellent oral, interpersonal, and written communication skills.
- Working knowledge of PDF, spreadsheet, presentation and word processing software programs.
- Thorough knowledge of standard styles such as Chicago Manual Style, MLA, APA.
- Thorough knowledge of ETD publishers/distributors (e.g., UMI/ProQuest, Texas A & M University Libraries, Texas Digital Library).
- Knowledge of TWU policies and regulations.
- Working knowledge of office practices and methods.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.

- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.