Duke University Press is seeking an Editorial Assistant-Senior to work 20 hours per week with the Journals Editorial team. The successful candidate for this position will show editorial acumen, attention to detail, excellent communication skills, and a positive attitude.

This position is paid on an hourly basis and is eligible for prorated Duke University benefits. The position is listed with the University as Job Code 281, Job Level 8, Job Family 16. If interested, please submit the University-required electronic application, including your résumé and cover letter, before close of the position At Noon on Friday, Dec. 7, 2018.

I. General Position Summary  
   A. Perform a full range of duties involved in editing & proofreading of journals and other printed materials submitted for publication

II. Editing & Proofreading Responsibilities
   A. Assist in managing the editorial process for the journal *American Literature*
   B. Process book review submissions: Along with the academic editor, invite reviewers; correspond with authors regarding manuscript requirements and deadlines; order books for review; process incoming review books; maintain book and reviewer databases
   C. Ensure that editorial schedules and standards are maintained
   D. Check revised page proofs for corrections
   E. Proofread articles and book reviews
   F. Copyedit book reviews according to house style, with guidance from the Chicago Manual of Style
   G. Record and document changes for incorporation into DUP’s style guide; recommend revisions to style guide

III. Administrative Responsibilities
   A. Assist in office administration for *American Literature*
   B. Maintain office files
   C. Respond to phones inquiries
   D. Assist *American Literature*’s managing editor with administrative projects

Education/Training: Work requires a general educational background normally equivalent to an undergraduate or bachelor’s degree.

Experience: Work requires four years of experience, at least two of which should directly involve editorial responsibilities, fostering skills in communication, spelling and rules of English grammar, and familiarity with style manuals sufficient to perform complex editorial duties.

A college degree in journalism, English, or a field of study directly related to the position may be substituted for equivalent experience.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.