

Association of University and College Employees

LOCAL No. 1 (U.B.C.)

April 19, 1979

Kay Rumsey
Senior Personnel Assistant
Employee Relations Department
CAMPUS MAIL

Dear Kay:

Further to our telephone conversation of April 18th, please find enclosed herewith a retyped copy of the proposed Standard Job Description for the Editorial Assistant position. Our suggested amendments to the form you submitted to our Job Evaluation Committee are in italics.

We expect to hear further from you and will be pleased to sign this description if it is acceptable to you.

Yours truly,

Carole Cameron
Union Organiser
AUCE Local 1

cc: Jane Strudwick
Marcel Dionne
Neil Boucher
Cathy Mooney

remainder of info in standard
Job Description filing cabinet

STANDARD JOB DESCRIPTION

Job Title: Editorial Assistant

Pay Grade: IV

Job Description

Under general direction, assumes responsibility for major functions related to the planning, co-ordination, editing and execution of all aspects of production of material to be published, including journals, course materials for study programs or special publications.

Typical Job Duties

1. Edits material for syntax clarity and consistency and assists author with method of presentation and format.
2. Responsible for co-ordinating production involving transactions with publishers/printers regarding style, costs, deadlines, as well as accuracy and completeness of final product.
3. Participates in planning process.
4. Determines priority of work and *co-ordinates* assignments to achieve a smooth flow of operation.
5. Participates in promotion and publicity activities through writing and editing of flyers/brochures and selection of audience to be reached.
6. Acts as journal representative at national or international meetings.
7. Obtains copyrights to reproduce materials.
8. Performs duties related to the qualifications and requirements of the job.

Qualifications and Experience

High school graduation plus four year's University experience, with a minimum of two years' experience in editing and preparation of copy or training consistent with the requirements of the position. A University degree in English or related discipline may be required. Ability to work effectively with a wide variety of professional and non-professional people. Typing of 60w.p.m.