

Job Description Title: NCAAHPERD-SM Editor

Job Summary

The NCAAHPERD-SM Editor is expected to provide editorial support and correction for all written content to ensure the organization is represented in a professional manner.

Experience/Skill Requirements

- 1) Bachelor's degree at minimum; Master's degree preferred
- 2) Superior use of English language, syntax, and punctuation, and ability to communicate effectively in written form
- 3) Daily access to computer, ability to work independently (off-site), and willingness to work cooperatively with Executive Director
- 4) Experience in sport industry or sport education and understanding of professional sport organizations preferred
- 5) Prior editorial experience preferred

Essential Functions

- 1) Provide copy-editing revisions—proof-reading for grammatical and typographical corrections
- 2) Provide technical editing revisions—re-writing to improve clarity and professional tone
- 3) Provide editorial revisions which represent NCAAHPERD-SM in a professional manner to accurately reflect the organization's values and to enhance the organization's industry reputation
- 4) Provide editorial revisions in a timely manner as needed and in deadline-sensitive situations
- 5) Provide revisions in requested format (Microsoft Word markup system or provide scanned original document with revisions added?)
- 6) Provide quarterly log of hours and type of document revisions to Executive Director