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# Example of Academic Editor Job Description

Our innovative and growing company is looking to fill the role of academic editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for academic editor

* Collaborates with project team members to ensure high-quality courses and adherence to timelines
* Attends project meetings, proactively providing editorial feedback when necessary
* Ensures course materials are accessible to students with disabilities
* Assists with team projects, including style guide updates and training
* Aids in other department projects as necessary
* Manage part of the journal portfolio within the assigned subject area, and maintain profitable relationships with the Editors in Chief, Editorial Board members, and society partners
* Contribute towards annual Journal Development/Improvement Plans and oversee their implementation and successful conclusion
* Oversee creation of annual reports as might be required for Editorial Board meetings and for society partners
* Remain a point of contact for Editors in Chief throughout the publication process
* Research market trends on a national and international level

## Qualifications for academic editor

* Ability to edit, including proofreading, copy-editing, and substantive editing skills
* Proficiency in Microsoft Word, especially the Track Changes feature
* Working knowledge of The Chicago Manual of Style
* Bachelor’s degree in English, editing, or related field
* Experience editing curriculum or assessments preferred
* Meet goals set by editorial management