Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-editor>

# Example of Academic Editor Job Description

Our company is looking for an 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

* Business travel (domestic/international) as required
* Other duties as required by managers
* Establish overall academic quality standards in the team and resulting products
* Maintain the academic quality of all content produced by the team, through editing individual lessons and chief
* Proactively managing a portfolio of journals to ensure growth and development of each title in line with an agreed target level of revenue and profitability
* Building and maintaining successful relationships with co-publishers, scholarly societies, academic editors and other stakeholders
* Effective account management, monitoring financial health of portfolios, reporting to partners, inputting into royalty arrangements, and liaising with production colleagues to ensure publication to schedule
* Monitoring and reporting on costs, sales and sales patterns for products/lists/portfolios to inform future publishing strategies
* Presenting at editorial board, society, and co-publisher meetings and reporting on journal development objectives and strategies
* Working with marketing colleagues to develop and implement annual marketing plans

## Qualifications for academic editor

* Ability to work independently within a (virtual) team environment
* Strong medical editing, grant writing, verbal and written communication skills
* Understanding of grant submission requirements and funding limitations
* Knowledge of desktop publishing helpful (preferred)
* Applicable desktop publishing and graphic software packages such as Adobe Creative Suite., and common web languages such as CSS, HTML, and XHTML
* Available print media, graphics, and print styles