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# Example of Academic Editor Job Description

Our company is growing rapidly and is looking to fill the role of academic editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for academic editor

* Effective communication with the rest of the team, both locally and internationally
* Understanding the bigger picture and overall business strategy to ensure alignment with the journal department objectives
* Representing Taylor & Francis at publishing workshops and industry events
* Maintain the academic quality of all content produced by the content writing team
* Provide writers with instructional guidance and provide constructive feedback to help improve their writing
* Produce unit prototypes based on syllabus input from Academic Directors
* Contribute to development, testing, and signoff of content for specific markets and learners
* Identify and act on support opportunities related to materials use and implementation
* Maintain an active interest in teaching methodologies and remain knowledgeable about the industry and the latest trends
* Documenting content creation processes and standards

## Qualifications for academic editor

* Editorial skills to produce clear and concise standard documents for internal and external publication
* Graphic design skills to support translation of user requests into artistic design
* Active problems solving and effective interpersonal skills as work often involves front line contact with a variety of campus and community individuals to perform services and support functions that require a professional demeanor at all times
* Demonstrated skills with planning and prioritizing tasks
* Equivalent to a bachelor’s degree in a job related field, such as communications, graphic design, or computer science
* Applicable higher education infrastructure, policies and procedures