

<b>Job Title</b>	Copy Editor
<b>PVN ID</b>	PS-2108-004165
<b>Category</b>	Administrative Services
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Office of Professional Education and Wor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 19, 2021 (Or Until Filled)

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## General Description

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### About the CUNY School of Professional Studies

For over 15 years, the CUNY School of Professional Studies (CUNY SPS) has been leading online education in New York. Notable for offering the most [online](#) bachelor's and master's degree options at the City University of New York, and for serving transfer students as the University system's only undergraduate all-transfer college, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

The School's growth has been remarkable, with twenty-four [degrees](#) launched since 2006. Enrollment has risen by more than 30% in the last four years to over 4,000 students in the credit-bearing programs. Thousands more are enrolled in non-degree and grant-funded workplace learning programs. In addition, the School has an active alumni network and has established the CUNY SPS Foundation, which offers multiple scholarship opportunities to current students.

CUNY SPS has consistently been named by *U.S. News & World Report* as one of the country's top online institutions. This year, the School was ranked in the top 2% in the nation on the publisher's list of the [2021 Best Online Bachelor's Degree Programs](#).

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

### Description:

CUNY SPS partners with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACS WI).

CUNY SPS is recruiting candidates for a Copy Editor position to join our Communications team, responsible

for proofreading, brand integrity and overall quality assurance

## Other Duties

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### **Duties and Responsibilities:**

Reporting to the Communications Sr. Manager, the Copy Editor will: § Work closely with members of the Communications team in devising and implementing strategy and process improvements.

- Know and understand all branding, voice and style guidelines and ensure all materials are in alignment.
- Review and copy edit/proofread all deliverables, including: flow charts, procedures, curriculum, desk guides, and Power Point slides, class materials and flyers to ensure quality and consistency across authors.
- Work with the Communications Manager to carry out and maintain the communications strategy; communicate the branding, style guide and templates; develop and lead style guide review and update processes.
- Support on-going special projects.
- Other duties as assigned.

## Qualifications

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### **Qualifications:**

- Bachelor's degree in Journalism or related field is preferred.
- Three years full-time experience directly related to editing technical procedural and/or curriculum manuals and knowledge of content management and usability issues.
- Exceptional technical writing skills needed to produce clear and concise materials.
- Knowledge of design software, Microsoft Office and strong computer skills.
- Excellent oral and written communication skills needed to foster productive relationships with diverse staff and constituencies.
- Demonstrated ability to prioritize; organize and meet deadlines.