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- Provide basic technical information and support to authors and editors as required by the project
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- Oversee production of projects as assigned, giving feedback to other staff who complete tasks for the project
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- Excellent command of English language, grammar, and usage. Excellent interpersonal communication skills
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- Working knowledge of Chicago Manual of Style or comparable editorial style manual
- General knowledge of scholarly publishing both in print and on the Web
- Basic PC skills; working knowledge of Microsoft Office and web browsers

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- College degree preferred or equivalent of related experience is required
- Experience working in an office environment, preferably in publishing
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