

Assistant Editor

Griffith University • Brisbane QLD 4000



Base pay

\$95,035 - \$101,368



Work type

Full time



Contract type

Permanent

Perks

TRAINING

Skills

MICROSOFT WORD

SCHEDULE+

PUBLISHING

Full job description

Assistant Editor Griffith University, Australia about 4 hours ago Location: Nathan, QUEENSLAND Job Type: PartTime About the opportunity We are currently looking for an Assistant Editor to work with the Editor and Managing Editor to edit (structural and copy) and proof material for print and online publication. This role includes the administration of Griffith Review's online publishing schedule and preparing content for marketing purposes. Success in this role requires collaboration with the Griffith Review team, contributors, and external and internal stakeholders and suppliers. This a fixed term (until June 2023), full-time position based at the South Bank campus and it is expected that the successful candidate will be available to attend campus in person as a normal requirement of the role. Further, you may be required to work on either a temporary or an indefinite basis at any premises, which the University currently has or may subsequently acquire or at any premises at which it may from time to time provide services. About you To be successful within this role, you will hold a degree in writing, editing and publishing, journalism or a related field, with subsequent experience in a print production, editorial, online, digital, design or publishing environment, or an equivalent combination of relevant experience and training. You will have evidence of a passion for Australian writing, with a strong desire to build a career within the writing and publishing sector. In addition you will have: Proven, professional-level editorial skills and a

Job details



Date posted

25 May 2022



Expired On

27 Jun 2022



Category

Editorial, Media & Creative Arts



Occupation

Directors, Producers & Staff



Base pay

\$95,035 - \$101,368



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

high level of interpersonal communication skills, including the ability to establish effective and collaborative relationships with colleagues and a wide range of stakeholders. Demonstrated knowledge of the publishing sector, including print and digital publishing, and related production experience. Demonstrated professional experience using Word, SharePoint, Adobe InDesign, and digital and web publishing platforms and website content management systems to produce high-quality collateral and outcomes. Demonstrated high-level organisational skills, particularly in the timely management of complex, competing tasks, without compromising standards of service and quality. Well-developed analytical and problem-solving skills and the ability to work independently and collaboratively in a small team. Salary range Base Salary HEW Level 6: \$81,226 - \$86,640 per annum. Salary package including 17% employer superannuation: \$95,035 - \$101,368 per annum. How to apply Please submit your application online and ensure your application includes the following: A covering statement outlining your suitability for the role (please refer to the selection criteria above and the position description: Assistant Editor_PD) Current curriculum vitae, including name and contact details Note: Application attachments should be saved as .doc, .docx or .pdf only. File names should be no more than twenty-five characters long and should include letters and numbers only. Applicants must have unrestricted work rights. Successful candidates may be subject to a criminal history check. What Griffith University offers Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that spans five physical campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world. At Griffith University, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people. Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM). Further information For further information about this role, please contact Katie Woods, General Manager, Griffith Review on +61 (0) 7 373 53240. For application queries, please contact People Services on +61 (0) 7 373 54011. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. If you wish to discuss First Peoples Employment further please contact the Talent Management Partner (First Peoples) - Joshua Long on (07) 3735 5403 or joshua.s.long@griffith.edu.au Closing date: Friday, 10 June 2022 at 5 pm AEST. All applications must be submitted online. As the team experiences high volumes of applications, we appreciate your patience to allow for a timely and fair process for all. Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's send directly to hiring managers.