Department:
The Indiana Geological and Water Survey (IGWS), a research institute of Indiana University (IU), seeks applications for an editor to review our outgoing communications and manage our publication management system—The Indiana Journal of Earth Sciences. We are particularly interested in applicants with a technical writing background who can complement our research scientists and information service staff’s writing.

Job Summary:
The IGWS seeks to recruit an editor for our institute with a technical writing background and interest in publication management. The ideal candidate will independently manage a publication workflow for all scholarly communications, including a group of technical reviewers, and coordinate those items slated for peer-review in the Indiana Journal of Earth Sciences and elsewhere. The position will maintain and apply sets of editorial and publication standards for the IGWS based upon best practices for scholarly communication in the geosciences. The editor will also review and guide the creation of vector and raster graphics for publication, develop and apply templates for galley proofs, and guide publications through final release and archive, including assignment of permissions and licenses, reproduction requests and releases, and persistent identifiers (e.g., DOI, LOC, ISBN) as appropriate. This position workflow will require regular and seamless interactions between IGWS staff and administration, the IU Scholarly Communication Department, and the engaged public.

Required Qualifications:
Bachelor’s Degree
The cross-cutting nature of this role across all forms of scholarly communication required by this position to be organized with outstanding interpersonal skills. The expectation is that the editor will oversee our publication management system from the development of submissions through final release and will therefore require technical skills to edit documents, images, and graphics in a range of formats and software. While foreknowledge of technical writing in the geosciences is not mandatory, the ability to learn terminology and jargon specific to the field is valued. A key to this position will be the balance between adapting to the writing styles of our staff while providing critical feedback on spelling, grammar, and accepted writing standards.

Preferred Qualifications:
Preference to candidates with relevant work experience. Prior experiences in editorial management are ideal, with geoscience or multi-disciplinary backgrounds encouraged.

Working Conditions:

Work Location: Indiana University Bloomington

Job Classification: (auto-filled)
Marketing & Communications
Writing and Editing
Writing/Editing Specialist
Application deadline is June 30, 2021, with an anticipated start date of July 1, 2021, or sooner. All applications must be submitted online at https://jobs.iu.edu/. The listing to be filled will depend upon the qualifications of the successful candidate. A complete application includes a cover letter to the Director, resume, and contacts for three references with your online application. For further information on the Indiana Geological and Water Survey, please see http://igws.indiana.edu.

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