



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Copy Editor</i>	EEOC Job Classification	Administrative Support Work
		FLSA Classification	Non-exempt Part-time, temporary
Department:	TMS Press	W/C Classification	8810 – Clerical
Reports To:	Managing Editor	Compensation	\$18.00 - \$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by reviewing and revising written material (e.g., blogs, articles, and book manuscripts) in three areas. First, the copy editor is to correct any errors in grammar, punctuation, and spelling. Second, the copy editor is to align the formatting of the text according to the TMS Press requirement. Third, the copy editor is to proofread the document to ensure that the text is clear, smooth, consistent, and factually accurate.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proofread the entire Zechariah commentary.
- Edit/Proofread the TMSJ articles and book reviews for the Fall issue of 2023.
- Write abstracts for the TMSJ articles for the Fall issue of 2023.
- Proofread the Tyndale notes before they are published on the website.
- Proofread the Jonah Commentary.
- Proofread the Nahum Commentary.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred.
- At least two years' experience in writing/editing role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.