

<b>Role:</b>	Academic Editor	
<b>Accountable to:</b>	Online Learning Convenor	
<b>Job Grade:</b>	C3	
<b>Main purpose of this role:</b>	To ensure that the design and technical elements of all TSIBA Business School (TBS) publications are of a high standard and consistent feel.	

<b>Responsibilities:</b>	
<p><b>Core duties</b></p> <ul style="list-style-type: none"> <li>• Lead the establishment of the design, layout and technical standards for all key academic publications such as Course outlines, Study guides, Assessments, Brochures and Newsletters.</li> <li>• Define expectation and provide guidance to authors and other content creators on the editorial requirements and monitor compliance during the authoring process.</li> <li>• Edit and format manuscripts of all key academic publications in line with the prevailing standards.</li> <li>• Maintain secure and reliable records, including version tracking of all academic publications at TBS.</li> <li>• Provide training to authors and other content creators where necessary to ensure compliance and continuous improvement.</li> <li>• Keep abreast of developments in academic editing and publishing.</li> </ul>	

<b>Competencies Required:</b>	
<ul style="list-style-type: none"> <li>• Project management</li> <li>• Digital literacy</li> <li>• Excellent communicator; interpersonal skills</li> <li>• Creative and innovative</li> <li>• Transdisciplinary knowledge base</li> </ul>	

<b>Experience and Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Bachelors degree in Linguistics, Communication or Journalism in English</li> </ul>	

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| • 3 years experience in academic editing |  |
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<b>Attitude and Fit:</b>	
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| <ul style="list-style-type: none"><li>• Embraces TSIBA's philosophy and culture</li><li>• Committed to lifelong learning and personal development</li><li>• Willing to share and transfer knowledge</li><li>• Able to work with young people on different levels</li><li>• Demonstrates an understanding of students, their background and related issues</li><li>• Works well in a team</li><li>• Innovative and willing to try out new ideas</li><li>• Self-motivator who takes ownership to develop Pay it Forward at TSIBA</li><li>• Independent worker</li><li>• Flexible and adaptable to changing situations and circumstances</li><li>• Good at multitasking and managing stressful situations</li><li>• Proficient at building and nurturing stakeholder networks</li><li>• Have a good work ethic and is interpersonally and culturally sensitive</li></ul> |  |
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