Technical Editor

Accepting applications until filled

The Florida Tech Evans Library seeks an experienced technical editor to provide comprehensive scientific editing services to faculty. The successful candidate will provide technical expertise to the development and writing of research manuscripts and grant proposals and will support faculty with comprehensive scientific editing of research publications and peer-reviewed grant proposals. The ideal candidate will actively engage with investigators to identify funding opportunities, oversee grant applications, and develop strategies to compete effectively for extramural funding. This position may be faculty or staff depending on the qualifications of the candidate.

Characteristic Duties and Responsibilities:

- Edits, proofreads, and formats content for grant applications, scientific manuscripts, reports, presentations and other written deliverables (abstracts, protocols, posters).
- May be asked to edit documents for consistency, logical organization, and coherence; eliminate wordiness; correct language issues; correct spelling, grammar, and punctuation errors; check tables and figures against statements in text; format bibliographies and prepare manuscripts to conform to appropriate journal specifications.

Experience and Education:

- Bachelor's Degree with a minimum of 1 year of direct experience editing scientific manuscripts and publications.
- Individuals who currently have research positions and have exceptional writing and editing skills are also invited to apply.
- Preference will be given to candidates with:
  - Master's Degree
  - Experience and familiarity with scientific publication and editing processes and federal grant applications

Required competencies:

- Thorough knowledge of English grammar, punctuation, and spelling.
- Exceptional attention to detail.
- Superb editing and proofreading skills.
- Flexibility and ability to advance deadline-driven projects to completion.
- Ability to work independently and as part of a team.
- Capacity to coordinate work by numerous contributors and manage complex processes.
- Expertise in Microsoft Office and citation management software.
- Self-motivated and directed.
- Exceptional service orientation.
About Florida Tech

Celebrating 60 years of relentlessly pursuing greatness, Florida Tech was founded in 1958 at the dawn of the Space Race that would soon define the Atlantic coast of Florida and captivate the nation. Now the premier private technological university in the Southeast, Florida Tech is a Tier 1 Best National University in *U.S. News & World Report* and one of just nine schools in Florida lauded by the *Fiske Guide to Colleges*. Ranked among the top 5 percent of 18,000 degree-granting institutions worldwide in the 2018-19 World University Rankings and named one of just 14 U.S.-based Golden Age universities in 2018 by *Times Higher Education*, Florida Tech is one of the nation’s Best Value Colleges as determined by *Forbes* in 2018. Florida Tech offers bachelor’s, master’s and doctoral degrees in aeronautics and aviation, engineering, computing and cybersecurity, business, science and mathematics, psychology, education and communication. Learn more at www.fit.edu.

About Evans Library

The mission of the Evans Library is to enable our students and faculty to positively influence the society in which they live by creating an exceptional learning and discovery environment. The Library will enhance their support by creating and sustaining an intuitive and trusted information environment in a culturally and technologically superior setting. We are committed to developing innovative services, programs, spaces, strategies, and systems that promote discovery, dialogue, learning, and the nourishment of the human spirit. Learn more at lib.fit.edu.