



Job Description & Organizational Responsibilities

Job Title: Editor

Department: Psychometrics

Supervisor: Sr. Managing Editor

Job Description

As a member of project teams, the Editor works with editorial staff, account managers, psychometricians, and other staff members to administer and support psychometric and editorial work outputs. Tasks and duties are made up of a combination of both technical editing (comprehensive review, copyediting, and proofreading) and desktop publishing activities. Additionally, the Editor facilitates and assists with the development of candidate fulfillment materials on an as-needed basis.

The Editor is responsible for providing input for and adhering to project schedules as defined in cooperation with the contracts and project management offices and the project team. The Editor is further responsible for maintaining clear communication with internal stakeholders and for responding to internal client requests in accordance with contracts and Castle procedures in a professional and timely manner.

Responsibilities

The Editor has responsibility for timely execution of editorial work outputs and activities:

- Editorial review, proofreading, QA, and formatting of exam development and publication outputs
 - Editorial review of client-specific examination items and graphics
 - Review of examination forms and practice test forms
 - Formatting and pre-publication preparation of paper-based examination forms
- Editorial review, proofreading, QA, and formatting of program-based reporting outputs
 - Role delineation, job task analysis, job analysis, and program analysis study reports
 - Cut score, standard setting, and other statistical analysis reports
- Editorial review, proofreading, QA, and formatting for ancillary program and fulfillment documents
 - Development, editorial review, QA, and formatting of candidate handbooks
 - Development and printing coordination of certificates and wallet cards
- Other psychometric and/or editorial support tasks including, but not limited to, coordinating completion of project deliverables with team members, entering/maintaining item records in electronic item banking software, and managing graphics, tables, and other item attachments.

Primary Skills Desired:

- High attention to detail
- Proficiency in written language conventions and editorial principles
- Proficiency in MS Office Suite (Word, Excel, Publisher, PowerPoint)
- Working knowledge of Adobe Creative Suite (Acrobat, InDesign, Illustrator, Photoshop)
- Familiarity with AP and APA style
- Highly developed aesthetic/visual awareness
- Excellent organization and time management skills
- Comfort with learning and using web-based applications
- Ability to multitask and shift between numerous activities
- Comfort with proofreading technical documents
- Ability to communicate effectively (verbally and in writing) with all levels of professionals both inside and outside the organization

Minimum Qualifications:

- Bachelor's degree in English, Communications, or related field or equivalent work experience
- Prior editorial experience preferred