

Position Title	Editorial Assistant, Griffith Review
Group/Portfolio	Arts, Education and Law / Griffith Review
Classification	HEW 5
Position Number	00063498
Reports To	Editor, Griffith Review
Employment Type	Fixed Term (0.4 FTE)

1.0 Position Purpose

Reporting to the Editor, the Editorial Assistant will assist the Griffith Review editorial team by providing administrative support for editorial processes, copyediting material for print and online publication, and preparing content for marketing and promotional activities.

The position will also provide effective and efficient organisational support to assist Griffith Review to achieve its organisational goals, including contributing to the development of website and social media content and special projects.

2.0 Eligibility Requirements

- The occupant of this position will hold a degree in either writing, editing and publishing; journalism; professional communication; creative writing; or a related field; or a minimum of two years relevant experience.

3.0 Key Responsibilities

- Assist the Editor with copyediting and proofreading for the print and online iterations of Griffith Review and special projects as required, in accordance with established editing procedures, policies and schedules.
- Administer Griffith Review's online publishing schedule, including assisting with the curation of online content.
- Manage the administration of Griffith Review's Submittable portal, including setting up forms and projects for forthcoming call-outs and accepting/rejecting submissions.
- Liaise with contributors in a professional, sensitive and timely manner.
- Contribute to preparing précis of print and online content for marketing purposes and other draft marketing copy.

- With direction, source images for print edition covers and for online content, ensuring appropriate acquisition of all image rights and permissions where necessary.
- With direction, compile collateral (including outside cover and photo essays) for the print edition using InDesign templates.
- Contribute to the management of the Griffith Review website.
- Participate in regular editorial and all-staff meetings and contribute to organisational strategies and planning, including but not limited to the development, delivery and dissemination of digital content and the use of Griffith Review's archived material.
- Support compliance with relevant legislation and University policies and procedures, including equity and health and safety, and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language across some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).