Job Description

Job Title: PIFSC Marine Ecosystem Scientific Editor
Job ID: 28239
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC) in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $3,416.00.

Duties: Works in the Coral Reef Ecosystem Division (CRED) with its multi-disciplinary program to support marine ecosystem research and conservation. Edits technical reports, scientific manuscripts, news articles, and other documents for publication in internal report series, peer-reviewed journals, web pages, and other outlets to ensure high quality in disseminated scientific information products by the project. Coordinates editorial and publication processes. Writes articles with scientific and technical content for progress reports, newsletters, and web pages. Advises research staff on technical writing requirements, guidelines, and best practices. Manages the production of internal publications and the assembly and submission of materials for offsite printing. Organizes and maintains databases for publications and associated metadata. Develops and implements editorial and publications management procedures. Works with PIFSC Scientific Information Services staff to coordinate CRED inputs to PIFSC. Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university in English, Journalism, scientific or technical writing, or related field. Experience: Five to seven (5-7) years of experience as full-time professional editor/writer of English-language publication(s). One to three (1-3) years of experience as full-time scientific or technical editor. Ability/Know/Skills: High degree of knowledge of copy editing and markup; strong knowledge of best practices for scientific and technical writing; working knowledge of Chicago Manual of Style; working knowledge of desktop publishing, graphics arts design and layout for publications; basic knowledge of printing technology; basic knowledge of online manuscript processing; basic knowledge of Web site creation and Web publishing. High proficiency in scientific editing and technical writing. High level of skill in Microsoft Word, and Microsoft Office Professional applications. Moderate level of skill in desktop publishing software and graphic design programs. Ability to multitask and handle multiple publication tasks simultaneously. Ability to work in a dynamic group with competing and changing priorities. Must meet US Department of Commerce (DOC), National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed. Desirable Qualifications: Masters Degree from an accredited college or university in English, Journalism, scientific or technical writing, or related field. Experience with editing technical publications in biology, oceanography, socio-economics or related fields. Experience with InDesign, Acrobat, Illustrator, Photoshop, and CS3 are highly desirable. Experience using Microsoft Access or Oracle databases; using HTML; creating Web pages; using ArcGIS and ArcSDE are all desirable. Certification training in Microsoft Word, Adobe Acrobat, CS3, and other publications technology. Certification by Board of Editors in the Life Sciences. Knowledge of the Council of Science Editors...
Style Manual. Inquiries: Nicole Wakazuru 956-9465 (Oahu). Application Requirements: The
preferred method of applying for a job is through our on-line application process. Please go to
www.rcuh.com, click on “Employment” and navigate to “Job Announcements/Apply for a Job.”
However, if you do not have access to the Internet, you may apply by submitting resume; cover letter
including Recruitment ID#, referral source, narrative of your qualifications for position and salary
history; names, phone numbers and addresses of three supervisory references and copy of
degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of
Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki
Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.

Please apply before: 05/16/2008