DEPARTMENT:
The primary goal of the College of Education’s (COE) Office of Research (OoR) is to provide outstanding service to College of Education faculty seeking to obtain external funding for their research activities, and to provide outstanding support to faculty who have received external funding. Currently, the OoR manages more than 20 grants totaling approximately $21 million in grant funds. For more information on the COE Office of Research, visit education.fsu.edu/research.

QUALIFICATIONS:
Bachelor’s degree in English, journalism, education or a related field; at least two years of experience as an editor; evidence of strong command of the full range of editing skills, from copyediting and proofreading to deep substantive editing; demonstrated experience preparing and finalizing manuscripts for publication; track record of managing multiple high-stakes projects under tight deadlines; high degree of professionalism and ability to work effectively and diplomatically with faculty, researchers, and university collaborators at all levels; expertise in using relevant technology, particularly for electronic editing and searching for grant opportunities; experience searching for grant opportunities offered by federal and state funding agencies, private foundations and other non-federal funding agencies.

PREFERRED:
Master’s or doctoral degree; editorial experience in an academic setting, academic publisher, or funding agency that supports academic research projects.

RESPONSIBILITIES:
This position reports directly to the director of the COE Office of Research and will work closely with the COE associate dean for research. Responsibilities include: providing COE faculty and academic staff researchers with editorial support in developing grant proposals to federal and state funding agencies, private foundations and other non-federal funding agencies, as well as to university-sponsored internal grant programs; engaging in a collaborative and iterative process of proposal revision and editing with principal investigators; reviewing and editing proposals to ensure they are cohesive, well-written documents that respond effectively to the call for proposals and comply with funding agency and university requirements (this will often involve reorganizing, condensing or substantially rewriting proposals); editing references to conform to APA style and cross-checking them against the textual citations; providing copy editing to establish consistency of style and terminology; correcting grammar and punctuation; applying templates and refining format to create a polished and final document in a timely manner; coordinating efforts with COE grant managers.

Other major responsibilities include: generating and increasing faculty interest in submitting grant proposals; meeting individually with new and current COE faculty to become aware of their research interests; informing individual faculty, as well as groups of faculty members, about relevant grant opportunities. Other responsibilities include, but are not limited to: meeting regularly with the COE associate dean for research and OoR director to discuss current activities and upcoming tasks; serving as the COE Office of Research point of contact for questions about IRB matters, non-budgetary federal and state contract and grant regulations, and university contract and grant policies; writing and updating COE Office of Research informational documents (e.g., Guide for Principal Investigators, brief summaries of COE grant activities); and providing other types of non-budgetary support to COE Office of Research projects as needed.

OTHER INFORMATION:
This is a twelve-month, non-tenure earning faculty position at the Assistant In Research rank. The anticipated start date for this position is September 2017.

HOW TO APPLY:
If qualified and interested in a specific faculty job opening as advertised, apply to Florida State University at jobs.fsu.edu. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information and must upload a current resume or curriculum vita, a letter of application explaining their qualifications for the position, two editing samples, and the names and contact information of three references. Applications must include education details even if attaching a curriculum vita.

Candidates selected for interviews will be required to complete an editing test and submit transcripts and three letters of recommendation.

FOR MORE INFORMATION, CONTACT:
Russ Walker
Director, COE Office of Research
(850) 645-9521
rwalker4@admin.fsu.edu

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