

Contract Position: Proof Reader/Editor

The CA School of Business (CASB) is looking for a contract editor and proofreader to produce camera-ready documents with a look, layout and feel consistent with CASB's developing brand and education delivery methodology. A critical facet of this position will be meeting tight deadlines. CASB is looking for a flexible individual who can work a variety of hours with several different people. The work schedule will vary throughout the year. The contractor will work from home, and primary communication with CASB will be done via email and telephone.

Specific Expectations

The selected candidate will be expected to:

- Proof read spelling and grammar and format weekly module narratives, evaluation tools, student guides, facilitator guides, supporting materials and other communications
- Review certain material for brevity and clarity and make necessary edits
- Assist with review of internal & external memos and materials to support assessment activities, as time permits

Competencies

The Contractor will be expected to have his/her own computer, Internet access, PDF creator software and the Microsoft Office Suite, including Word, Excel and PowerPoint. This person will specifically be expected to possess:

- Proficiency with Word, Excel and PowerPoint
- Demonstrated experience with editing / proof-reading
- Strong writing skills
- Good attention to detail
- The ability to self start and work independently
- Superior time management skills and the ability to work with challenging deadline schedule
- The ability to work with people at all levels of the company and foster effective relationships

Please submit your application and covering letter, stating your hourly rate, to Douglas Parkhurst, CA, Director of Facilitation and Review, parkhurst@casb.com by March 21, 2008.