



PAN-ATLANTIC
UNIVERSITY

JOB TITLE

Book Editor

LOCATION

Pan-Atlantic University, Ibeju-Lekki, Lagos

EMPLOYMENT TYPE

Full-time

JOB SUMMARY

The candidate will be responsible for content editing, proofreading, blurb writing and layout design of manuscripts. This also involves provision of accurate content for Pan-Atlantic University (PAU) Press communications, liaising with authors, commissioning manuscripts and/or all activities aimed at expanding the reach of PAU Press to new publics.

RESPONSIBILITIES

- Review and revise manuscript(s) for accuracy and quality.
- Ensure correct tone, voice, clarity, flow and structure of manuscript(s).
- Communicate and work with author(s) and production team to ensure that manuscripts are published in a timely manner.
- Review book proposals.
- Identify and follow up the scholarly peer-review of manuscripts.
- Write blurbs and artist briefs for cover designer.
- Discuss book project(s) with team.
- Compile and update style guide as required.
- Format and Layout manuscript(s) in Adobe InDesign
- Collaborate with team to come up with fresh and creative ideas, keeping audience in mind.
- Ability to manage multiple projects and consistently meet deadlines.
- Assist in implementing the programmes, strategies of the PAU Press, and any other related duties as may be assigned by the line manager



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REQUIRED COMPETENCIES AND ABILITIES

- Proficiency in InDesign (or any other layout tool)
- Excellent communication skills (oral and written)
- Strong attention to detail
- Innovative creativity, working independently and meeting targets
- Highly organized and detailed-oriented
- Flexible and proactive
- Must be able to manage workload by establishing priorities and be detail-oriented
- Adherence to deadlines and meeting key deliverables
- Interpersonal skills / Influencing / negotiation skills
- Critical thinking, analytical, time management and organizational skills

QUALIFICATION

- BSc or BA in English, Communication or related field

SALARY GRADE

- Administrative

METHOD OF APPLICATION

CVs and cover letters should be sent to recruitment@pau.edu.ng with the job position as the subject of the email no later than 6 February 2024.