

Copy Editor Job Description

Purpose

The Copy Editor will be responsible for supporting the Instructional Design, Desktop Publishing, Graphic Design and Account Management teams by copy editing training materials, marketing materials and other business documentation according to established project plans.

Job Duties

The Copy Editor must:

- Copy edit all instructor-led training electronic, paper-based, and web-based courseware materials, as well as marketing collateral and business documentation according to AP style and a customized in-house style guide
- Ensure accuracy in all training and marketing materials as requested
- Ensure consistency of format, usage, terminology and style both within and across programs and materials, including those in non-English languages
- Apply CLS style guide rules to non-English course materials ensuring parity of quality and learner experience with core English content
- Review all outbound work for quality, completeness and accuracy
- Review electronic documents for draft, revision cycles and final delivery
- Enter text changes to instructional text using MS Word, MS PowerPoint, MS Publisher and Adobe Acrobat
- Maintenance of corporate content mapping database to ensure updates in one curriculum area are carried over to others with similar content
- Coordinate work and flow of work with all other project team members
- Route documents according to internal processes for review and graphic edits
- Thoroughly crosscheck previous draft materials with changes requested in current draft
- Flag recurring inconsistencies and/or terms that lay outside existing style guide and provide research and resolution to outstanding issues
- Provide periodic updates to The Center for Leadership Studies' style guide
- Communicate new style guide additions or changes to internal stakeholders on a consistent basis
- Other duties as required

Requirements

- At least two years' experience copy editing in a professional business environment with a concentration on enterprise level learning, sales, RFP, SOW, presentation and marketing documents. Experience working with foreign languages desired
- Ability to work in a fast-paced multiproject environment with flexibility to adapt to changing priorities
- Excellent verbal and written communication skills



THE GLOBAL HOME OF SITUATIONAL LEADERSHIP®

280 Towerview Court, Cary, NC 27513 | Phone: 919-335-8763 | Fax: 760-747-9384 | www.situational.com

A successful candidate will be:

- Hardworking, persistent, dependable and responsive;
- Have good judgement, show maturity and be positive and enthusiastic about the job;
- Be an excellent team member, as well as team leader; and
- Maintain a reputation for professional credibility and personal integrity

We offer a competitive and attractive compensation package, including:

- Career opportunities
- Performance culture
- Comprehensive medical/benefit coverage

Company Overview:

For more than 45 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 14 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years' experience designing and developing award-winning custom training solutions.

CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 35 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skillsets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service Is Inside And Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver

Embrace Teamwork: Invest In Others

Strive to continually develop and nurture your base of personal power

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms