



Copy Editor

New England's top Christian college is seeking a detail driven, well-versed copy editor who cares about accuracy and consistency in all forms of publishing, marketing and communications.

Are you comfortable dropping the Oxford comma? Do you know how to appropriately use an em dash, en dash and hyphen? Do you enjoy writing?

As the copy editor at Gordon College, you will focus on providing efficient, skillful editing and careful, detail-oriented proofreading. You'll also have the opportunity to support the College with copywriting. Content will come from your Brand Marketing team members and other places across campus like the Office of the President, the Admissions Office, the Alumni Office, Gordon's seven academic Schools, Gordon Athletics and more.

In this role you'll review College materials for correct grammar, spelling, punctuation and sentence structure. Your understanding of the College's brand and voice will help you provide and revise copy for web, email and print that aligns with Gordon's institutional writing style. Your prior experience in publishing, writing, marketing or journalism will demonstrate your understanding of the importance of consistent and accurate messaging and copyediting.

Your Role at a Glance:

Reports to: Interim Director of Brand Marketing

Department: Brand Marketing

FLSA Status: Hourly

Location: Hybrid

Summary: The copy editor, in close collaboration with the Brand Marketing team and key campus colleagues, will be responsible for editing and proofreading the College's external and internal materials as well as providing support for writing projects as needed.

Your Essential Responsibilities Will Include:

Efficiently manage copyedit requests:

- Review College materials for correct grammar, spelling, punctuation and sentence structure.
- Ensure proper adherence to The Chicago Manual of Style.
- Manage all editing submissions using the College's project management system.

Write and revise content and copy:

- Draft copy for Brand Marketing and College projects, materials and publications.
- Revise College materials to ensure Gordon's style, tone and voice are consistent and appropriate for every intended audience.

Own the Gordon College style guide:

- Become the expert resource for the College on all things Gordon College writing style.
- Revise copy to conform with Gordon-specific institutional style including standards for titles, formatting and technical specifications.
- Periodically review and suggest improvements to the Gordon College style guide.

Mission Statement: Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.

You Bring These Skills, Knowledge and Abilities:

You love to write, can easily spot grammatical errors and look forward to collaborating with folks across campus. Additionally, you have:

- Exceptional editing skills and versatile writing skills, as demonstrated in a strong portfolio.
- Experience with and understanding of The Chicago Manual of Style and a willingness to learn the Gordon College Editorial Style Guide.
- Strong communication skills with clients and colleagues; team player.
- Able to offer constructive feedback to writers in other departments.
- Proficiency with Microsoft Office; familiarity with the Adobe Suite, Figma and Wrike a plus.
- Bachelor's degree and at least three years of relevant work experience.
- Personal alignment with the mission, values and faith commitments of a Christ-centered institution of higher learning.

Position Code: OCC-COPY-1

Grade: 3

FLSA Status: Non-Exempt

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