

TENNESSEE READING RESEARCH CENTER



• **HIRING:**

- The Tennessee Reading Research Center is hiring an experienced **copy editor**. Pay is \$12 per hour for undergraduates or \$15 per hour for graduate students. The expected time commitment is 5-10 hours of work per week. Applicants must be current UTK students. The expected start date is as soon as possible.

Responsibilities

- Proofread and edit content for a variety of audiences (social media to professors)
- Excellence in grammar, punctuation, and spelling
- Ability to follow APA 7 as needed
- Arrive to work on time, ready to work, and dressed appropriately (business casual)
- Demonstrate professional conduct within work environment

Qualifications

- Strong editing and writing abilities
- Advanced knowledge of English grammar and syntax
- Attention to detail and writing processes
- Ability to accept feedback and adapt work accordingly
- A strong work ethic
- Ability to work on a team or independently

Preferred Qualifications

- Experience in professional writing and editing
- Experience with APA-7 style

Students will:

- Gain experience working in a professional environment
- Be a contributing member of a small team at a center dedicated to improving literacy skills
- Practice transferable job skills such as attention, focus, organization, and time management Receive feedback on their performance



trrc.utk.edu

Interested candidates should send application materials (resume and cover letter) to Noah Crusenberry at **ncrusenb@utk.edu**. As part of the hiring process, applicants will be asked to complete a sample copy editing task to assess their experience and knowledge.

865.974.0782

@TNReadResearch