P/T Curriculum Editor Needed

Rutgers School of Social Work, Institute for Families is seeking a part-time curriculum editor to polish and refine our New Jersey Child Welfare Training Partnership course materials. The editor will assist the team in revising, proofreading, and converting our documents into pre-designed templates. Responsibilities include editing participant and instructor guides, PowerPoint presentations, and handouts using Microsoft Word, PowerPoint, and Adobe Acrobat; transferring documents to NJCWTP templates; ensuring curriculum materials are free of errors in grammar and consistent in their design; updating course documents as needed based on ongoing curriculum revisions; and working directly with course writers to clarify discrepancies. Must be flexible, organized, and maintain positive communication with team members. The initial work amount is expected to be up to 19.5 hours per week. Must pass a written skills test!

Required Qualifications/Skills:

- Extensive experience in proofreading and editing
- Comprehensive understanding of grammar concepts
- Excellent organizational skills, writing skills, editing skills, and oral communication skills
- Attention to detail
- Proficiency in Microsoft Office Word, PowerPoint, and Adobe Acrobat
- Bachelor’s Degree

Preferred Knowledge/Skills/Experience:

- Experience with social work, human services, or child welfare
- Experience with multimedia education and adult learning theory
- Graphic design experience a plus!

To Apply:

Email childwelfare@ssw.rutgers.edu with a detailed description of your fit for the position and hours of availability.

Contact:

Tiffany Riccardelli, Program Coordinator
848–932–0501