
Job Title	Copy Editor
PVN ID	PS-2505-006834
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Innovative Learning Solutions (ILS)
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jun 05, 2025 (Or Until Filled)

General Description

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers. Consistently ranked highly by U.S. News & World Report for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The school's renowned and affordable online programs — which offer in-state tuition to all students regardless of where they live — ensure that busy working adults may fulfill their educational goals on their own time and schedule.

Within and created at the same time as CUNY SPS, the Office of Innovative Learning Solutions designs custom workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in-classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

Program Description:

The ACS Workforce Institute, a partnership between New York City's Administration for Children's Services (ACS), ILS, and the Hunter College Silberman School of Social Work, provides ongoing, professional skills development for direct service staff and supervisors at ACS and its many partner agencies. Programs include strengths-based practice, coaching, safety and risk assessment, implicit bias, evidence-based modeling, and other specialized coursework delivered to numerous staff members across the child welfare and juvenile justice sectors.

The ACS Workforce Institute provides professional development training for front-line and supervisory child welfare and juvenile justice professionals across the five boroughs.

CUNY SPS is recruiting candidates for a Copy Editor position to join our ACS Workforce Institute Communications team, responsible for proofreading, style integrity and overall communications quality assurance.

Other Duties

Reporting to the Communications Deputy Director, the Copy Editor will:

- Work closely with members of the Communications team in devising and implementing strategy, best practices, and process improvements. Serve as the ambassador for the Communications team and/or Workforce Institute when working with other workstreams, departments, or individuals
- Know and understand all branding, voice, and writing guidelines and ensure all materials are aligned with the Style Guide
- Responsible for updating the Style Guide biannually
- Serve as authority/arbitrator in matters of writing style and grammar
- Review and copyedit/proofread all workstream deliverables, including materials for course presentations, promotional flyers, PowerPoints, monthly newsletters, flow charts, procedures, and other items to ensure quality and consistency across the organization
- Support ongoing special projects
- Other duties as assigned

Qualifications

- Bachelor's degree in English, Journalism or a related content area is preferred
- Three years of copy-editing experience, directly related to editing technical procedural and/or curriculum manuals, corporate newsletters, or marketing communications, as well as knowledge of content management and usability issues
- Exceptional writing skills and attention to detail are needed to produce clear and concise materials
- Expertise in the mechanics of Microsoft Word (styles, TOCs, formatting, version control, track changes, etc.) is required. Knowledge of Microsoft Office Suite (Excel, Outlook, Teams, PowerPoint, etc.), Adobe Creative Cloud, Canva, and web-based conferencing tools (Zoom, etc.), as well as strong computer skills
- Excellent oral, written and listening communication skills needed to foster productive relationships with diverse and various levels of staff and constituencies
- Demonstrated ability to prioritize, organize and meet deadlines while providing excellent customer service
- Commitment to the values of equity, diversity and inclusion, and ensuring all copy reflects this commitment
- Ability to work independently and collaboratively in a fast-paced and demanding work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Knowledge of human services programs, and child welfare in particular, a plus

Additional notes:

- Until further notice, work will be performed in a hybrid manner with 70% onsite presence. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to

operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.

- Candidates must be authorized to work in the United States. Sponsorship is not available for this position

Diversity is a core value at the Office of Innovative Learning Solutions (ILS) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.