



Brock University
Goodman School of Business
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

JOB POSTING- Proof-Reader, Goodman School of Business

Position Title: Proof-Reader

Length of Contract: October 1st, 2017- April 30th, 2017 (subject to renewal)

Total Positions: 1

Compensation: Time-sheets-\$13.00/hr (subject to increase)

Working Hours: Variable. Normally it ranges from 5hrs minimum to 30hrs maximum per month. Please note: There will be specific times that the work load will increase significantly, especially at the end of terms.

Working Environment: Proof-reader can work from home; flexible environment. There may be scheduled "drop-in" proof-reading hours set each month where proof-readers would be assigned an on-campus location to meet students (maximum 10 hours a month).

Duties:

The proof-reader will be responsible for performing a 'quality check' on all written academic assignments submitted by both domestic and international Goodman School of Business graduate students. Assignments may include written documents such as Research essays, Case Study reports, Group projects, Reaction papers, etc.

The proof-reader will be expected to familiarize themselves with AACSB grading rubrics used for Assurance of Learning purposes to understand expectations of Faculty and Staff at the Goodman School and to hold students accountable to these expectations. Special proof-reading skills need to be developed in working with international students using English as a subsequent language, including detailed attention to grammar, plagiarism, and APA referencing.

Proof-readers will check:

- The assignment conforms with written assignment guidelines outlined by instructors (formatting; appendices; length, etc.)
- Text is original and adheres to APA referencing
- Spelling, grammar, and punctuation are correct and consistent
- Documents are professionally formatted
- Appropriate use of appendices and/or exhibits (if applicable)
- Not expected to mark content or grade assignments

Proof-readers will identify changes that need to be made and mark the assignment using a standardized set of symbols. Quick turn-over time is expected.

Qualifications:

- Must be a current student at Brock University. Preference will be given to graduate students, but undergraduate students with proof-reading experience will also be considered.
- Undergraduate degree in English, Business Communications, or related field that includes broad understanding of academic writing and familiarity with business curriculum and communication
- Proof-reading experience, including prior experience editing, grading and/or proof-reading assignments written by ESL students
- Familiarity with Sakai
- Demonstrated ability to work quickly and produce quality results in short time frame
- Strong communication skills including the ability to provide clear feedback and suggestions for future improvements
- Strong understanding of academic integrity
- Ability to work independently

Proofreaders need to be:

- scrupulous about detailed work
- skilled in written English
- self-motivated
- good at concentrating for long spells

Application Material Required:

- Cover Letter
- Resume

Please email your cover letter and resume to Luiza Guimaraes, Student Skills Development Coordinator (lguimaraes@brocku.ca), by Sunday, August 13th, 2017.