

Copy Editor

Lidget Green, Inc.

Our company delivers secure, cost-effective assessment services to educators, businesses and governments, worldwide. We believe that life-changing decisions based on assessments must be made from fair, accurate and valid tests. Our job is to ensure this outcome for all our clients.

We are seeking independent contractors to participate in project work for educational assessments in all subject areas, for all age levels.

Position summary

Responsible for copyediting tasks related to the customized development and delivery of test passages and test questions for use in educational assessments.

Responsibilities may include

- Editing test forms, manuals, and answer documents to ensure clarity and grammatical correctness.
- Proofreading test forms, manuals, and answer documents to conform to house styles, department guidelines, and professional publishing standards.
- Fact checking passages and reviewing for evidence of plagiarism.

Qualifications

- Bachelor of Arts or Bachelor of Fine Arts in Language Arts.
- Three to five years experience in professional editing or copyediting in educational publishing and/or assessment.
- Excellent written communication skills.
- Proficiency with Microsoft Office programs.

Apply Now

For consideration and/or details of the tasks, please send a detailed resume to hr@lidgetgreen.org. You may also apply online at www.lidgetgreen.org click through to “Join our Team” and reference “Copy Editor.”