



भारतीय प्रबंध संस्थान बंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2022/39

Date: 21 July 2022

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Copy Editor – Centre for Teaching and Learning
Job Purpose	The incumbent shall be required to copy edit the teaching cases authored by IIMB faculty, for publishing through Harvard Business School Publishing. This involves editing, proofreading, documentation quality check in keeping with the HBS style guide, and communication with the concerned authors.
Job Type	Contractual – Non-Teaching
Reporting to	Associate Manager/Manager – Centre for Teaching and Learning
Will also closely work with	Various internal departments in the Institute and external vendors, as and when required.
No. of positions & Job Location	One Position in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Copyedit manuscripts for focus, coherence, logic, consistency, and flow.• Edit manuscripts to iron out any structural issues, stylistic differences, and ambiguities.• Edit articles in keeping with the specified style guides.• Generate style checklist to ensure the style guide is followed.• Maintain a working knowledge of concepts/ words/ phrases as required for editing.• Work with IT-based manuscript submission and tracking systems, databases, editing and publishing systems.• Correspond with authors to resolve queries and issues, liaising with reviewers, editors, publishers, printers, internal and external stakeholders, others• Check and correct proofs generated by publisher, liaising with authors over proofs• Facilitate and collaborate with editorial team and case writers in department related tasks and events such as conferences, round table discussions and interviews• Administrative tasks and other departmental duties related to copy editing, assigned from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate at minimum should be a Graduate in English, Journalism, Communication, or related field with minimum 55%. Graduates in other related disciplines, including Management may also be considered with minimum 55%.• A master's degree in the relevant field is desirable.• Candidate should have minimum of 6 years of relevant experience in editing.• Previous experience in academic editing would be an advantage.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Thorough command over English language and grammar• Good writing and editing skills; familiarity with publishing protocols• Methodical working style, ability to work to tight deadlines and to multi-task• Ability to be self-motivated, work and correspond independently, and maintain organised and accurate records of work• Strong interpersonal communication skills - oral and written; ability to guide and correspond with authors/ reviewers/ editors according to academic norms• Proficiency in MS Office including Word, Excel, and PowerPoint• Good computer skills, understanding and experience of audio, video, and web formats• Working knowledge of Microsoft Teams as well as Zoom



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Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 5 as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules
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Interested candidates may fill the application using the link:

<http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for applications is 05 August 2022. Only shortlisted candidates will be intimated.