

PEARSON CANADA – JOB POSTING

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The Publishing Group of the School Division has an opening for an ***Editor – Mathematics***. This full-time position will be based in the Don Mills office in Toronto.

MAJOR RESPONSIBILITIES:

- Edit manuscript to ensure consistency of language and format, appropriate level of difficulty, and correct usage; perform mathematical calculations or activities to identify and correct errors, including computational errors.
- Prepare manuscript for production, including the preparation of technical and illustrative art manuscript, and photo list requirements.
- Conduct research related to possible problem contexts or specific market-directed interests, or to check accuracy of facts in submitted manuscripts
- Consult on a regular basis with and report to Managing Editor to ensure overall efficient work flow on various projects.
- Collaborate with Developmental Editor and Managing Editor to ensure that editorial changes are true to project vision.
- Proofread lasers; review and cross-check illustrations, technical art, photos, lasers and pdf pages.
- Perform other duties as required.

QUALIFICATIONS:

- University degree, with a preference to individuals with educational publishing experience and some university mathematics courses
- Computer literate – Microsoft Office (Word & Excel), Internet
- High comfort level with technology; experience with, or interest in, mathematical software programs such as dynamic geometry and graphing software
- Excellent communication skills – written and verbal
- Multitasking capabilities
- Excellent organizational and analytical skills
- Time management skills

Candidates are asked to submit a résumé and cover letter by ***October 3rd, 2008*** to:

Paula Hunter – Human Resources Consultant
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