

G.W. MEDICAL PUBLISHING INFORMATION SHEET

Part-Time Editorial Intern

This candidate will assist our Managing Editor, the head of our editorial department.

Candidates for this internship should have previous writing/editing experience and/or an interest in a writing/editing career.

PRIMARY DUTIES:

- Proofing and copy editing
- Editorial research
- Composing and mailing letters to potential contacts and customers
- Scheduling conference calls and meetings between authors and GW staff
- Assisting in tracking permissions and the usage of images and other properties
- Packaging and mailing of comps and peer review copies
- General Editorial support including: maintaining product status grids and reports, taking meeting notes, and liaising between the managing editor and the publisher

MINIMUM ABILITY, SKILL AND KNOWLEDGE REQUIREMENTS:

- Experience/Interest in medical publishing or the writing industry.
- Proficient command of English grammar and spelling (proofing/copy editing skills preferable).
- General knowledge of medicine helpful, but extensive knowledge is not needed.
- Computer literate (PC systems preferable). Must have basic computer office skills including spreadsheet, database, word processing, CD burning, web browsing, etc.
- Dependable, Organized, Responsible, Detail-oriented.
- Must be able to lift up to 35 lbs. and work on his/her feet for long periods of time, when necessary.
- Applicants must be able to work legally in the United States.

COMPENSATION/SCHEDULE:

- **This position is available on either a paid or unpaid basis. Paid internships offer \$8.00/hr, while unpaid internships are available for college or university credit. All applicants must be currently enrolled at an accredited college, university, or graduate school. ONLY those at the junior level or above will be considered.**
- This internship will be a part-time position. All applicants must be able to work at least 12-20 hours/workweek between the hours of 8-4:30 each weekday (schedule TBD).
- All applicants must be able to live in or commute to the St. Louis area for the duration of the internship.

OUR COMPANY:

Headquartered in St. Louis, MO, G.W. Medical Publishing, Inc., is the foremost publisher of forensic and diagnostic reference texts on issues of child maltreatment and abuse. Owned and run by publishers Glenn and Marianne Whaley, G.W. Medical Publishing is a leader in publishing English-language reference texts to the international medical community.

The company offers a distinctive *Science of Intervention Library*, including texts on child sexual exploitation, sexual assault, abusive head injuries, child fatality review, and the original *Child Maltreatment*, a general overview of issues the issues. Our product line includes reference guides and photographic atlases, as well as perfect bound texts and quick references. Recently, we have added online training courses and electronic documents to our catalog.

**As a publisher of medical and forensic texts on issues of child abuse, employees and interns are often subjected to work-related content such as: graphic and disturbing images, depictions of child abuse and sexual assault, and discussions of various forms of abuse. Applicants should be willing and able to work with this content. G.W. Medical Publishing does not condone the viewing of this type of material where not work-related.

TO APPLY

Please send us your resume and cover letter, along with a short writing sample. Please specify "Editorial Intern" when applying.

By email (we prefer attachments) to: kerry@gwmedical.com

NO PHONE CALLS!!!