

Company: NYU Grossman SOM

FLSA: Exempt

Job Code: 142826

Classification: Non Union

Title: Scientific Editor

Probationary Period: 6 Months

Position #:

Position Summary:

The Research Development and Implementation Unit (RDI) within the Office of Science and Research (OSR) is responsible for developing and managing programs and initiatives that support NYU Langone Health (NYULH) basic, translational, and clinical researchers to develop investigator-initiated proposals and implement projects that advance biomedical research and improve healthcare through scientific discovery. The Scientific Editor is part of professional team of editors, and supports the conceptual development of grant proposals to a sizeable sector of faculty who define a broad but coherent research field (e.g., cellular and molecular biology, neuroscience/behavior, human subjects research, or early career investigators) across NYULH. Tailors general processes created to apply to all or most proposals to optimally serve this subset of the research community, and emerges as this group's primary point of contact for advice on proposal development. Reviews and edits draft proposals for coherence, consistency, and logic, and suggests ways to improve the narrative and alignment with the sponsor's goals. Prioritizes and manages multiple tasks simultaneously within clear deadlines. Remains informed about key trends within their research portfolio both within NYULH and beyond, and uses these insights to make proposals more competitive.

Job Responsibilities:

- Supports a portfolio of faculty members at NYU Langone Health, who together define a broad but coherent area of research by advising them how best to generate competitive proposals for extramural funding. Faculty members are part of the NYU Grossman School of Medicine (NYUGSOM) and NYU Long Island School of Medicine (NYULISOM).
- Assists with developing grant proposals through all stages of their conceptual development, with a particular emphasis on suggesting substantive improvements to near-final drafts.
- Edits near-final proposals for consistency, structure, coherence, and alignment with the mission of the funding program, as well as grammar and readability.
- Suggests ways to enhance the visual appeal of grant proposals and support the narrative through optimal use of display items.
- Manages a pool of skilled and trusted freelance experts to scale programs sustainably and in response to fluctuating needs around grant submission deadlines. May contribute actively to the training and support of new hires in the editing program. Shows autonomy through appropriate delegation of assignments to freelancers and recent hires.
- Cultivates partnerships between freelance consultants and faculty members, assures quality of all freelance services funded by OSR, renews freelancer contracts annually, and ensures prompt payment of freelancers while managing the budget for freelance services.
- Proactively reaches out to the research community to better understand their needs, and incorporates their feedback into creating and updating guidelines, templates, checklists, and boilerplate documents to support proposal development.
- Helps to maintain a website containing proposal-related resources, and sustain awareness of these resources amongst all members of the research community.
- Supports the submission of complex proposal submissions by working with a senior member of the editing team to align and integrate components of these applications.

- Manages at least one existing program within RDI (e.g., Aims editing, revising institutional letters of support, monthly updates to the Dean's dashboard, assistance with preparing the Dean's annual report on research-related accomplishments) with minimal need for supervision.
- Assists with collection, analysis, and presentation of data to assure the quality of all services related to proposal development.
- Earns the trust of the faculty through maintaining a frequent and visible presence at events that showcase the productivity of the research mission (e.g., seminars, departmental symposia, and poster sessions).
- Performs and participates in other related duties to support the mission of OSR.

Additional Position Responsibilities:

Competencies: Action-oriented, Functional/technical skills, Interpersonal skills/savvy, Organizational skills, Respects diversity, Time management, Written communications

Education:

Degree Type Degrees Info Required/Preferred

Master's Degree Required

PhD Preferred

Minimum Experience: 5

Skills:

Skills Category Required/Preferred

Communication Strength Required

Organization Strength Preferred

Required Languages:

Language Required/Preferred

English Required

Minimum Qualifications:

Masters degree with five or more years of experience in related field (e.g., scientific publishing). Demonstrated aptitude for clear communication, and appreciation of its importance. Sound knowledge of the fundamentals of writing, grammar, syntax, style, and punctuation. Works well both independently and as part of a team. Attention to detail. Empathy and diplomacy in delivering constructive feedback. Ability to have straightforward conversations with faculty members about their work and incorporate plain-language explanations of the key ideas into these investigators' proposals. Ability to manage time effectively, balance competing priorities, and meet deadlines.

Preferred Qualifications:

PhD in the biological or medical sciences. A background that establishes immediate credibility with faculty members experience conceptualizing, developing, and evaluating scientific research. Comfortable reading and editing across disciplines beyond their area of specialization. Experience with substantive editing, plain-language editing, and copy editing. Proficiency with bibliographic/reference management software (e.g., EndNote), Adobe Acrobat Writer, InDesign, Photoshop, and Illustrator. Experience with training professionals and/or designing resource tools and presentations. Experience with project management.

Working Conditions:
Flex Remote or 100% Remote