

Job Description

Job Title: Scientific Editor

Department: IPHAM-Ctr for Community Health

Job ID: 35688

Percent Full Time: 100

Location: Chicago Campus

Grade: EXS 7

Job Summary:

This position is central to funded research at Northwestern University that engages health system stakeholders to align large and diverse data assets for the health utilization, outcomes, and expenditures of more than 50 million Americans and applies the highest quality comparative effectiveness research methods to turn data into evidence about effectiveness, safety, and value that can quickly inform health system action. Under the general direction of the Research Project Manager, the Scientific Writer will lead project-related writing activities and coordinate project communication timelines and deliverables. Project writing activities include compiling, editing, writing, proofreading, and formatting scientific content for project proposals, study work plans, white papers, scientific manuscripts, and presentations. Project coordination activities include managing writing workflow, timelines, and deliverables for several subprojects.

This position executes a comprehensive communication strategy based on specific goals and strategic vision, from concept formation to the writing of specific feature-length articles, to disseminate information to a wide variety of audiences. The Scientific Writer will prepare content for scientific conferences, presentations, and multiple audiences; including assembling and organizing data into text and figures for scientific presentations, publications, reports, newsletters, and websites. Additionally, this Communications Specialist will correspond with editors and professional staff of scientific journals to ensure manuscript submission requirements are met and submissions for publication are complete. This position requires an accomplished communication strategist with the ability to work effectively in a team-based environment with multiple priorities and projects.

Specific Responsibilities:

- Develop, write, produce, revise, and update a variety of conventional and electronic communications including scientific manuscripts, white papers, web sites, press releases, and conference reports.
- Provide coordination of overall communications activities across the project.
- Develop a comprehensive communication strategy based on specific project goals and strategic vision to enhance the visibility of project work to inform health system action.
- Develop a comprehensive communication strategy based on specific project goals and strategic vision to enhance the visibility of project work to inform health system action. Communicate and disseminate scientific research and advances to a diverse audience including scientists, physicians, patients, health care industry leaders, health practitioners and the general public.
- Perform related duties as required or assigned

Minimum Qualifications:

- BA or BS with a minimum of 3 years of relevant scientific writing experience or the equivalent combination of education, training and experience from which similar skills can be acquired.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Bachelor's degree in an appropriate field with three to five years writing, editorial and publications experience.
- Excellent writing and editing skills. Demonstrated advanced communication and presentation skills.
- Demonstrated ability to research and write about technical matters for multiple audiences
- Must have project coordination and organizational skills and the demonstrated ability to manage project timelines and deliverables, including multiple priorities and projects simultaneously.
- Must be self-directed and able to work in a team-based environment with minimal supervision.
- Must be an advanced user of Microsoft Office and EndNote.

Preferred Qualifications: (Education and experience)

- An advanced degree (MA, MS, PhD) or the equivalent combination of education, training and experience from which comparable skills can be acquired.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.