JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Senior Scientific Writer/Editor

Job Code: 7533

Salary Grade: S10

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Writes/edits professional medical or research documents, including grant proposals, and manuscripts that supports the clinical development, clinical safety and regulatory requirements of a clinical development program. May provide direction to Investigators investigator-initiated trials (IIT) program on abstract, poster, and manuscript preparation as well as data presentation.

- Applies scientific principles and biomedical knowledge to understand, organize, and describe complex data for scientific, medical, and lay audiences.
- Coordinates input from a multi-disciplinary team while meeting tight deadlines.
- Recommends revisions, format changes, alternative methods of information presentation, or other changes to ensure that the material contributes to fulfilling the Institution's mission.
- Interprets scientific and technical information; identify and prioritize critical content; translate information to ensure it aligns with the audience and is consistent with policy and program goals; re-write and edit material for clarity and persuasiveness.
- Plans and executes systematic, scientific literature search, review, and report processes for multiple projects.
- Prepares figures and illustrations for publications. Assists with the design, development, and selection of scientific illustrations, tables, and figures.
- Responsible for aligning, coordinating, and building consistent information and messages across all individual documents within a clinical program. Working with the Department to ensure that specific requirements with respect to document content and format are met. Assures quality and timely preparation of scientific and clinical documents across therapeutic areas as assigned.
- Assumes a leadership role for a Scientific Writing Unit, hosting scientific writing workshops, writing groups and lunch-and-learns for junior investigators and trainees.
- Responsible for professional medical or research writing. Assists in the writing of grant proposals, contracts, and manuscripts.
- Reviews and edits grant applications, consent forms, research material, and protocol forms.
- Assists with preparation of presentations, which may include preparing PowerPoint slides.
- Maintains in a database information, to include but not limited to grant proposals, contracts, manuscripts, consent forms, research material, and protocol forms.
- Participates in faculty workshops to provide direction in grant writing and report preparation. Assists faculty with presenting information when transitioning to new areas of research or medicine.
- Participates in postdoctoral training programs and the GPiBS graduate program to provide direction in grant writing, manuscript preparation, and data presentation.
- Performs other duties as assigned by the supervisor to successfully ful¿ll the function of the position.

Minimum Requirements

Education:

Required: Master¿s degree in a science field.

Equivalent/ Substitution: Will accept 72 months of related experience in lieu of the Master's degree for a total of 120 months of experience.

Experience:

Required: 48 months experience as a writer and or editor of grants, publications, manuscripts, and chapters.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to meet tight deadlines and work independently on complex tasks
- Ability to deal with several abstract and concrete variables
- Ability to work with a wide array of individuals and to operate effectively in a team setting
- Self-starter

- Advanced knowledge of journal and grant submission processes
- Communicates and collaborates with stakeholders
- Pro¿cient in copy writing, editing, proofreading, and composition
- Interpersonal skills
- Ability to train other professionals on grant proposals, contracts, and manuscripts
- Critiques ability of strategy to deliver on objectives or meet needs, and identify where new, additional or alternative arguments are needed
- Work directly with team members to make sure all projects are being executed correctly
- Mastery of the English language, with comprehensive understanding of English grammar and punctuation

Working Conditions

Physical: Must be able to communicate e¿ectively. Sit for prolonged periods. Frequent keyboarding. Ability to engage in repetitive motions.

Environmental: Standard O¿ce Environment. Frequent exposure to pressure caused by deadlines and busy periods.

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