Energy Abstracts

PROCESSING EDITOR

Energy Abstracts has an immediate opening for a full-time Processing Editor. Petroleum Abstracts is an abstracting and indexing service within Energy Abstracts that enables users to search the world’s petroleum literature to quickly and easily identify, and ultimately acquire published works that are most relevant to their research. Energy Abstracts is located on the University of Tulsa campus.

The selected candidate will report to the Assistant Director, Data Services and is responsible for editing and proofreading duties in the preparation of the Petroleum Abstracts Bulletin and works under general supervision based on annual divisional objectives.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned. Specific duties include:

➢ Edits and proofreads rough drafts of abstracts of journal articles and patents
➢ Enters data, including bibliographic information, for abstracts of journal articles and patents
➢ Process and logs journals and technical information for processing by the Scientific and Technical Analysis Group for indexing which creates unique abstract record numbers for future retrieval
➢ Prepares a portion of the final Petroleum Abstracts bulletin for release routinely
➢ Conducts research for locating information for document delivery orders
➢ Assists, as needed, in the day-to-day editorial operations

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➢ Demonstrate professionalism and diplomacy in interpersonal relationships
➢ Support and embrace diversity and inclusiveness
➢ Ability to be present in the office
➢ Regular weekday (Monday-Friday) attendance/availability is required during core business hours
➢ Ability to work additional hours, if necessary
➢ Ability to pass a background check
➢ Intermediate proficiency utilizing personal computer with software such as Open Office in a Linux Environment

Education, Work Experience and/or Licensure

➢ US Citizenship or Permanent Residence Status required
➢ High school graduation or equivalent education substitute such as satisfying GED requirements
➢ Type 50 words per minute with 90% accuracy rate
➢ Strong spelling, grammar, and editorial skills
➢ Six months of job-related experience or the equivalent
➢ Familiarity with bibliographic citations for various types of literature preferred
➢ Familiarity with processing the Petroleum Abstracts Bulletin, preferred

Language Skills
➢ Excellent English language oral and written skills

Energy Abstracts offers a competitive salary that is based on education and experience.

To Apply:
• Email your resume and a cover letter to: Eaopportunities@cig.com
• In the subject line of your email enter: “Processing Editor”
• Only qualified candidates should apply
• NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer