



The Scientific Consulting Group, Inc.

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Job Ad – HIV Clinical Guidelines Editor

Consulting firm in Gaithersburg, MD, has a full-time position available for an experienced Clinical Guidelines Editor with at least 5 years of scientific/technical editing and writing experience, with a focus on HIV. M.S. degree required; Ph.D. preferred in biomedical/life sciences. Diverse editing and writing experience a plus (preparation of guidelines documents, detailed scientific meeting summaries, technical reports, articles, strategic plans, and other documents). Familiarity with antiretroviral agents in the treatment of people with HIV a plus.

Tasks include: Perform substantive content edits on HIV clinical practice guidelines sections, manuscripts, articles, scientific and non-scientific reports, newsletters, figures, webpages, graphics, figures, and scientific presentations for English grammar, clarity, accuracy, and conformity to appropriate style guide, funding agency, website, or internal company document. Cross-check text, tabular, and graphic materials; standardize reference citations; and other editorial requirements. Consult with authors about revising manuscripts. Edit reports to and correspondence with clients. Diplomatically resolve differences between authors and other professional staff members. Participate in regular virtual internal and client meetings. Close attention to detail and the ability to work on multiple tasks under deadline required.

Interested candidates should submit resume, cover letter, and work samples. Please provide 3 editing and/or writing samples. Position can be performed in office or remote.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.