
Auburn University Job Description

Job Title: **Sr Editor, Univ Publications**

Job Family: No Family

Job Code: **OC35**

Grade MC11 \$61,700 - \$104,900

FLSA status: Exempt

Job Summary

Plans, directs, and coordinates editorial activities involved in the production and publication of communications and publications for the University community.

Essential Functions

1. Develops and implements editorial policies for university publications.
2. Write and edit internal and/or external stories, articles, newsletters, advertisements, speeches and/or news releases for publications.
3. Interfaces between campus clients and design team, editors, and senior administrators.
4. Plans, design, review and coordinate the layout of publications, and collaborate with graphic designers and illustrators to determine the design of a communication method.
5. Consults with authors when needed on content and publication planning for various types of publications and communications.
6. Maintain and update university website/web pages.
7. Coordinate the process, production, and printing work with outside vendors to include, but not limited to, providing estimates, bids, and quotes.
8. Work with external media outlets to place stories related to Auburn University in print.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Degree in Journalism, Communication, Marketing, Public Relations, or related field |
| Experience (yrs.) | 5 | Experience in writing and editing communications/ publications and/or in journalism |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of various communication mediums to include all types and sources of media such as writing, photography, web page creation, and computer design.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
