AUBURN
Human Resources

Communications Editor I-Dept

Job Description

JOB INFORMATION

Job Code	OC29A
Job Description Title	Communications Editor I-Dept
Pay Grade	MC06
Range Minimum	$39,740
33rd %	$46,370
Range Midpoint	$49,680
67th %	$52,990
Range Maximum	$59,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Communications (Writing & Editing)

JOB SUMMARY

Edit, produce and/or proof publications or other materials for a specific college, school or department and other communications and public relations projects.

RESPONSIBILITIES

- Research, write and edit internal and/or external stories, articles, newsletters, advertisements, invitations and/or news releases for publications, the media, and other outlets.
- Plan, design and coordinate the layout of publications and other materials, and collaborate with graphic designers and illustrators to determine the design of a communication method.
- Designs, develops and evaluates strategies related to communications, public relations, and/or marketing programs.
- Consults with authors when needed on content and publication planning for various types of publications and communications.
- May maintain and update department website.
- May coordinate or assist in the process, production and printing work with outside vendors to include but not limited to providing estimates, bids, and quotes.
- May assist department heads in preparing materials necessary for copy production.
- May create and maintain a budget as well as all applicable reports and records.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Journalism, English, Mass Communications or related field	and	0 years of	Experience in writing and editing communications/ publications and/or in journalism	

Substitutions Allowed for Experience	Yes
Substitution 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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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