AUBURN
Human Resources

Sr Editor, Univ Publications

Job Description

JOB INFORMATION

Job Code	OC35
Job Description Title	Sr Editor, Univ Publications
Pay Grade	MC11
Range Minimum	$66,310
33rd %	$81,780
Range Midpoint	$89,520
67th %	$97,260
Range Maximum	$112,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

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

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

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	Degree in Journalism, Communication, Marketing, Public Relations, or related field	and	5 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 KNOWLEDGE, SKILLS, & ABILITIES

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

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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