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## Auburn University Job Description

Job Title:	<b>Chief, Editor</b>	Job Family:	No Family
Job Code:	<b>OC07</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Serves as the managing editor responsible for all aspects of editing and publication as well as the supervision of department budgets and staff for the University.

### Essential Functions

1. Develops and implements editorial policies for publications with research and outreach-oriented missions.
2. Manages budgets for office operations, including grants, advertising sales, and other funding sources administered through sponsored programs.
3. Writes, edits, proofreads, designs, develops, and revises articles in cooperation with authors from a variety of professional and academic backgrounds.
4. Manages production process for print publication, including preparation of camera-ready copy, negotiating contracts for printing, binding, and distribution.
5. May coordinate efforts with sponsoring and partnering organizations with regard to strategic planning, fundraising, technology development, and publicity.
6. May manage production process for online publication, including contacts with vendors, establishing host server in Auburn University's Office of Information Technology, and training staff in use of developed publishing tools.
7. May conduct and direct outreach efforts to enhance public awareness and the use of humanities resources.
8. May write grant proposals for federal, state, and private funding sources.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	Four-year college degree	Degree in Journalism, Communication, Marketing, Public Relations, or related field
<b>Experience (yrs.)</b>	5	Experience in editing and publishing

### 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.

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## 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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 1/3/2012

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