



**JOB INFORMATION**

Job Code	OC29C
Job Description Title	Communications Editor III-Dept
Pay Grade	MC09
Range Minimum	\$53,610
33rd %	\$64,330
Range Midpoint	\$69,700
67th %	\$75,060
Range Maximum	\$85,780
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.
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**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 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	4 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

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

## 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			

## WORKING ENVIRONMENT

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

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