Auburn University Job Description

Job Title: Mgr, Univ Creative Services
Job Code: OC15*
FLSA status: Exempt

Job Summary
Oversees creative services for Auburn University in the production of graphic designs for marketing projects and serves as an editorial manager.

Essential Functions
1. Provides editorial reviews of copy for style, accuracy, relevance, and consistency of communications.
2. Serves as account executive for publication production projects.
3. Provides consistent, creative, and responsive publications or alternative plans that incorporate integrated marketing communications concepts to meet client goals.
4. Ensures consistency of common messages across University publications by identifying and generating marketing concepts, key messages, and copy points.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Journalism, Communications, English or related field</td>
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| Experience (yrs.) | 5 | Experience in publishing to include editing and providing creative services |

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 graphic design, layout, and style guidelines. Ability to analyze images and text to ensure consistency of messages.

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, hearing, .

Job occasionally requires standing, walking, reaching, talking, handling objects with hands, and lifting up to 100 pounds.

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

Date: 1/5/2012