



JOB INFORMATION

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|-------------------------|------------------------------|
| Job Code | OC35 |
| Job Description Title | Sr Editor, Univ Publications |
| Pay Grade | MC11 |
| Range Minimum | \$65,340 |
| 33rd % | \$80,590 |
| Range Midpoint | \$88,210 |
| 67th % | \$95,830 |
| Range Maximum | \$111,080 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/5/2012 |

JOB FAMILY AND FUNCTION

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|---------------|---|
| 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

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|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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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 | 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.