Title: Associate Editor Publications

Essential Function

Under general supervision from a designated administrator, assist in the operation of publication activities.

Characteristic Duties

Assist in the operation of publication activities.

Assist in seeing that the University is professionally represented and presented in publications.

Assist in the development of policies and procedures.

Approve publications produced by the department.

Editorially evaluate materials for all publications of the department.

Contribute articles or publication copy incorporating results of interviews and/or research.

Maintain liaison with university community to facilitate adequate coverage of university activities in publications.

Respond to inquiries from faculty, students, public and outside media.

Act for director’s in his/her absence.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in publishing and include editing, production, promotion & business operations. Experience must also include one (1) year of supervision.