Title: Assistant Editor, Publications

Essential Function

Under general supervision from a designated administrator, assist in the writing, editing and production activities of a publications department.

Characteristic Duties

- Research and write feature articles, news articles, or copy for a variety of publications.
- Edit, proofread, approve and evaluate materials for various publications.
- Serve as liaison between publications department and clients.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in English or Journalism. Experience must be in publications and include production and editing.