UNIVERSITY OF SOUTHERN CALIFORNIA

Editorial Assistant

Job Code: 129007

| Grade: | G |
| OT Eligible: | Yes |
| Comp Approval: | 1/31/2005 |

**JOB SUMMARY:**

Provides assistance and support for writers and editors. Coordinates publication activities. Provides administrative assistance, as required.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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- **E**
  - Assists writers and editors in research, preparation, production and printing of documents and other publications for University or department.
  - Verifies facts. Reads, proofs, edits and rewrites copy, as assigned.
  - Writes routine copy for University or department publications, as assigned. Writes captions for illustrations, as needed.
  - Uses word processing and desktop publishing software to prepare copy for printing and publication processes.
  - Administers department calendar. Monitors schedules, checks progress of publications and other materials. Follows up and keeps department staff informed regarding status and timely completion of department projects.
  - Maintains and updates department databases and files, including photographs, illustrations, charts, graphics, clippings, publications, etc.
  - Interacts with all internal and external sources necessary to successfully complete assignments.
  - Secures reproduction permission for copyrighted materials.
  - Provides administrative support for editorial staff as requested.
  - Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSSE/RECOVERY:**

Essential: ☐ No
☐ Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Related Undergraduate Study
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 6 - 12 Months

Minimum Field of Expertise:
- General office with experience in writing, proofing and fact checking. Ability to prioritize multiple duties.

Preferred Education:
- Bachelor’s Degree

Preferred Experience:
- 1 Year

Preferred Field of Expertise:
- Journalism or other field of communications experience.

Skills: Administrative:
- Assemble and coordinate manuscripts
- Communicate with others to gather information
- Draft routine correspondence
- Edit routine documents
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computer packages to prepare graphics
- Use computerized spreadsheets
- Use database and/or word processing software
- Use desktop publishing software

Skills: Other:
- Creative writing and editing
- Public relations

Skills: Machine:
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:
- May oversee student, temporary and/or casual workers.
SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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