UNIVERSITY OF SOUTHERN CALIFORNIA

Editor/Writer I

Job Code: 129011

Grade: H

OT Eligible: Yes

Comp Approval: 1/31/2005

JOB SUMMARY:

Writes copy for University, school, and/or department publications. Edits publications, as assigned. Coordinates production of assigned publications.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Writes copy for University, school, and/or department publications, such as advertising copy, articles, brochures, bulletins, catalogs, letters, training materials, newsletters, press releases, programs, proposals, speeches, technical reports, theses, etc.

_____ _____ Researches information and verifies facts. Reads, proofs, edits and rewrites copy. Interviews sources when appropriate.

_____ _____ Edits writing projects, as assigned.

_____ _____ Coordinates all aspects of publications production, as assigned (e.g., design, typesetting, layout, paste-up, printing, binding, distribution, etc.). Checks authorization for copyrighted materials.

_____ _____ Assists in selection of appropriate artwork, such as photos, charts, graphs or illustrations, as needed.

_____ _____ Uses computerized graphics, word processing, and desktop publishing software to design and create a variety of documents.

_____ _____ Interacts with all internal and external sources necessary to successfully complete assignments.

Perform 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 REPSONSE/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:
Bachelor's Degree
Combined experience/education as substitute for minimum education

Minimum Experience:
1 Year

Minimum Field of Expertise:
Experience with writing, editing, proofreading, and the preparation of materials for publication. Working knowledge of desktop publishing, word processing, graphics, design, and printing.

Preferred Experience:
2 Years

Skills: Administrative:
Assemble and coordinate manuscripts
Communicate with others to gather information
Edit routine documents
Gather data
Input data
Prioritize different projects
Research information
Use computer packages to prepare graphics
Use computerized spreadsheets
Use database and/or word processing software
Use desktop publishing software

Skills: Other:
Conceptualization and design
Creative writing and editing
Interviewing
Networking
Organization
Public relations
Scheduling

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

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

SIGNATURES:
The University of Southern California is an Equal Opportunity Employer