UNIVERSITY OF SOUTHERN CALIFORNIA

Editor/Writer II

Job Code: 129015

Grade:  I

OT Eligible:  Yes

Comp Approval:  1/1/2007

JOB SUMMARY:
Writes and edits documents and/or publications for the University, school, and/or department. Identifies and determines topics or subjects for various projects. Coordinates production of assigned projects. Works under general supervision. Leads other workers, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______  Writes and edits documents for University, school, and/or department, such as advertising copy, articles, books, brochures, bulletins, catalogs, letters, manuals and/or other training materials, newsletters, press releases, programs, proposals, speeches, technical reports, theses, etc. Identifies and determines topics or subjects for various projects.

______  ______  Researches, verifies, reads, proofs, edits and rewrites copy. Ensures accuracy and completeness of projects. Interviews sources when appropriate.

______  ______  Interprets technical, specialized and/or academic material from a wide variety of disciplines or sources to produce written communication pieces for a general audience.

______  ______  Schedules and coordinates all aspects of publication production in order to meet all applicable deadlines, such as design, typesetting, layout, paste-up, printing, binding, distribution, etc.

______  ______  Designs and creates documents using computerized graphics, desktop publishing and word processing software. Determines type(s) of artwork (e.g. illustrations, photos, charts, graphs, design covers) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.

______  ______  Maintains editorial writing quality for the University, school, and/or department's website. Monitors appropriate style and standard guidelines for website, as needed.

______  ______  Evaluates audience response to documentation and/or publications and follows-up effectiveness. Makes recommendations for future publications.

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

______  ______  Leads or supervises other workers, as assigned.

Performes 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
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:**
- 3 Years

**Minimum Field of Expertise:**
- Experience with writing, editing, proofreading, and the preparation of materials for publication.

**Preferred Experience:**
- 5 Years

**Preferred Field of Expertise:**
- Experience writing and editing of materials closely related to University or department activities. Thorough knowledge of desktop publishing, word processing, graphics, design, printing and binding.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Creative writing and editing
- Graphic design
- Interviewing
- Lead/Guidance Skills
- Networking
- Organization
- Planning
- Project management
- Public relations
- Research
- Scheduling

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

**Supervises:** Level:

Leads employees performing similar work on a project basis
May oversee student, temporary and/or casual workers.

**Supervises:** **Nature of Work:**

Administrative
Professional/Paraprofessional

**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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