Serves as senior editor for University, school, and/or department publications. Supervises editorial and/or administrative staff.

**JOBS ACCOUNTABILITIES**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th></th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>Oversees all aspects of production for one or more University publications. Recommends content and format, determines writing and editorial assignments, ensures accurate, cost effective, and timely completion and distribution of all projects.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>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.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Develops and manages publications calendar(s). Determines schedules and deadlines. Ensures successful and timely completion of publications and/or projects.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Selects appropriate artwork, such as photos, charts, graphs or illustrations, as needed.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Screens, hires and oversees work of numerous outside vendors required to effectively complete assignments.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Develops and produces reports of editorial activities. Evaluates project and/or publication effectiveness and recommends future action(s).</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Develops and manages publications budget(s). Provides projections and reports for budget development and administration purposes.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Oversees development and maintenance of databases for circulation, as needed.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Represents University or department at professional meetings, conferences, seminars and other events. Develops and maintains contacts with University officials, media representatives, community leaders and professional colleagues. Maintains currency with professional organizations and publications. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

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

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:

5 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Editing, publication management, journalism, or related field experience. Thorough knowledge of publications standards and techniques, design, printing, graphics, desktop publishing, word processing and photography. Ability to write and edit effectively at an advanced level.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Creative writing and editing
Graphic design
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

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

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
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.

The University of Southern California is an Equal Opportunity Employer