UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Editor

DIVISION: University Relations

REPORTS TO: Director, Publications

GRADE: 10

SUPERVISES: Clerical support staff

BASIC FUNCTION:

Edit, write and rewrite copy; plan, organize and manage the production of a number of publications for the University's alumni, development, academic recruitment and other University-related publications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Confer with clients and advise them on costs, production schedules, writing and preparation of copy and the most effective format for their publication.

Edit copy for consistency, accuracy, readability and appropriateness of style; proofread word-processed and typeset copy; and secure client approval through all stages of production.

Work with designers and clerical staff in preparing specifications for printing, coordinating proper State Purchasing procedures, arranging for design and typesetting within the production timetable, and take general responsibility for production of assigned publications from initial contact through printing to delivery.

OTHER DUTIES AND RESPONSIBILITIES:

Keep a record of all production information for office files, make sure jobs are delivered to the proper departments, the artwork is returned by printers, and office samples are received.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and Word Processing, Data Base Management and Spreadsheet software.
ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably in English or a related field. Two to three years of professional editing experience, with strengths in grammar, spelling, and punctuation, required. Proofreading skills and knowledge of desktop publishing, offset printing, and production techniques required; experience with Macintosh word processing preferred. Copywriting and copyfitting experience for print and Web highly desirable. Demonstrated ability to work with designers, editors, printers and a variety of clients, and to juggle multiple projects to meet deadlines required. Must possess strong organizational and interpersonal skills. This position requires that the incumbent be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.