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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Publications/Production
DIVISION: University Advancement
REPORTS TO: Director, Publications
GRADE: 10
SUPERVISES: Production assistant and student help

BASIC FUNCTION:

Organize and coordinate print and electronic publications production for the University's Publications Office to ensure a coordinated program of sophisticated print and electronic publications designed to support the institutional advancement and marketing priorities of the Division of University Advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organize and coordinate print and electronic publications priorities with the Director and Assistant Director for Design Services.

Coordinate deadlines and monitor schedules with Director, Assistant Director, and Division Directors throughout all stages of print and electronic publications production.

Serve as head of two Division-wide committees: Ecommunications Strategy Group and Ecommunications Editorial Board. Provide reports and recommendations to the Vice President, University Advancement, regarding ecommunications program.

Work with the Vice President, Associate Vice President, and Division Directors, including Alumni, Public Events, Communications and Marketing, and Advancement Information Services to create and maintain a coordinated program of Divisional ecommunications, including a bi-weekly newsletter incorporating material from Alumni, Public Events, and Communications and Marketing, as well as a wide variety of targeted email communications.

Assess Divisional requests for new Web-based functionalities for cost, resource allocation, design interface, technical implementation, and scheduling requirements.

Oversee and direct timely maintenance of Divisional newsletter subscription list and ensure integrated use of subscription lists by Divisional authors of targeted email communications.

In collaboration with the Director of Publications and Assistant Director for Design Services, play a key role in Publications Office planning and policy development.

Assist the Director of Publications in the creation and oversight of office-wide budgeting, scheduling, purchasing, and records management and reporting systems.

Recruit, train, and supervise Production Assistant and student help to ensure: maintenance of electronic tracking systems monitoring the status of all active and completed jobs and staff time; inventory maintenance and ordering of office supplies and equipment; maintenance of office production and sample files; processing of work orders and purchasing paperwork; direction of incoming calls and walk-in clients; and updates to divisional newsletter and targeted email subscription lists.

OTHER DUTIES AND RESPONSIBILITIES:

Consult with new printing and Web-based services vendors; research special technical procedures and specialty printing and ecommunications needs.

Consult with and advise the University community and potential clients on publication requirements and printing procedures; provide preliminary cost estimates and publication production options.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers (Macintosh and PC), printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree, preferably in business administration or a field related to publications; two to three years of experience coordinating print and electronic publications production; a working knowledge of print and electronic publications production processes, offset printing, email communications, and Web-based interactive functionalities; demonstrated ability to coordinate numerous and varied projects; experience with word processing, spreadsheet software, and database management tools, preferably with Microsoft Word and Excel; demonstrated ability to prepare and present production plans to peers and administrators; ability to communicate effectively orally and in writing. Must be highly organized and detail oriented, and possess diplomatic problem solving skills. Preferred: Familiarity with scripting and HTML; previous budgetary experience.

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

