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Developed by:..... JP  
Reviewed by:..... MP, DLJ  
Approved by:.....MP, LK  
Date:9/12;7/15;9/16;12/18

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Editor (Publications and Creative Services)  
**DIVISION:** President  
**REPORTS TO:** Assistant Director, Publications and Creative Services  
**GRADE:** 11  
**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Produce high-quality print and online University materials, including managing the production from inception through delivery. Set the editorial vision and voice for University publications. Develop content, edit, proofread and fact-check. Ensure the delivery of publications that enhance stakeholders' understanding of the University's mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Organize and present content and guide content selection process.

Initiate contact with University clients and collaborate with Publications production coordinator, designers, and photographer to ensure timely adherence to production schedule.

Coordinate print and online versions of University messaging, including social media strategies, in consultation with other staff within the External Relations and Communications Department.

Participate in budget planning and strategic planning.

Write specs, solicit bids, and select vendor.

Work with University constituents and departments to maximize outreach efforts for communications and fundraising.

Work with URI and State of Rhode Island Purchasing Offices to arrange payment for production-related charges.

**OTHER DUTIES AND RESPONSIBILITIES:**

Write and perform other editorial jobs for the Office of Publications and Creative Services, as assigned.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Macintosh hardware, word processing, production spreadsheet, WordPress Web authoring software, Google products and software, printers, copiers, and fax machines.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of demonstrated professional editing and writing experience; Demonstrated strong skills in grammar, spelling, punctuation and editing conventions; Demonstrated experience seeking and developing content; Demonstrated experience bridging print, online and social media strategies to maximize communications; Demonstrated knowledge of offset printing; Demonstrated experience with Macintosh computers and software; Demonstrated experience managing and budgeting publications production; Demonstrated ability to handle multiple projects simultaneously and meet deadlines; Demonstrated supervisory experience; Demonstrated organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to collaborate with a variety of stakeholders (including, but not limited to: freelancers, graphic designers, story subjects, high-profile alumni, editorial committee members, Alumni Relations Director and staff, and contributing editors); Demonstrated ability to work as a member of a team, and; Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Bachelor's degree in English, Journalism, Communications, or related field; Demonstrated professional editing and writing experience in either a Publications department or a News organization in a higher education setting; and, Demonstrated experience producing URI communications and periodicals.

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