



Job Specification

Job Title: Editor
BCAT Code: 442X AE
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Develops the University's publications.

Examples of Duties

- Organizes production, layout and design of publications.
- Coordinates book, essay and manuscript reviews.
- Writes, proofreads and edits all or part of various departmental or university publications.
- Advises university personnel on content, style, grammar and design.
- Does electronic page composition for various publications.
- Sets production schedules.
- Coordinates the printing and mailing of publications.
- Maintains files of printing contracts.
- Orders books for review.
- Manages the inventory of books to be reviewed.
- Assures that copyright permits have been obtained.
- Maintains administrative operations such as billing subscribers for publications.
- Serves as a liaison between printer and department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of proper grammar, spelling, etc.
- Knowledge of printing, photography and typesetting processes.
- Knowledge of computer equipment and software.
- Knowledge of publication design principles.
- Knowledge of Associated Press style guidelines.
- Effective proofreading skills.
- Effective communication skills.

Minimum GSU Hiring Standards

Bachelor's degree in Journalism, English or related field and one year publishing experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.