



## **Job Specification**

**Job Title: Editorial and Production Coordinator, Senior**  
**BCAT Code: 442X AP**  
**Pay Grade: G17**

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

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### **Job Description**

Coordinates and provides advanced level handling of public relations activities and special/editorial events related to the writing, design, and publication of articles, magazines, books, flyers, newsletters, and image of assigned department.

### **Job Duties/Responsibilities**

- Researches, writes, and edits articles for publication.
- Develops and designs the publication.
- Coordinates special events such as Hall of Fame, Honors Day, etc.
- Consults, prepares, and interviews relevant individuals for articles in publications.
- Coordinates the preparation of news releases and public relations requests.
- Surveys and tracks the effectiveness of publications.
- Monitors production budget.
- Performs other editorial and production related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of public relations, publication, and marketing practices and procedures.
- Knowledge of basic computer operation and software (Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, etc).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

### **Minimum Hiring Standards**

Bachelor's degree and four years of related 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.*