



Job Specifications

Job Title: Manager, Editorial and Production
BCAT Code: 442X AG
Pay Grade: G14

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

General Description

Manages, edits, and produces all publications for the Department of English.

Examples of Duties

- Creates and produces brochures, posters, invitations, and other departmental publications.
- Writes articles, generates topics and assigns stories for the alumni newsletter.
- Writes bio sketches for journal contributors.
- Writes instruction manuals for student assistants and editorial interns.
- Manages budgets and accounts for two internationally renown scholarly journals.
- Approves and monitors expenditures.
- Designs, develops and maintains University's website.
- Serves as a liaison between publications office and the university community.
- Organizes and maintains print, microfilm and electronic archives.
- Instructs students in converting and proofreading back issues for inclusion in archives.
- Manages subscription databases.
- Provides advertising and subscription pricing information.
- Creates and maintains electronic archive of journals' issues from inception to the present.
- Develops and recommends policies and procedures.
- Supervises and directs student assistants and interns.
- Assists contributors and managing editors in strategic planning and goal setting.

Knowledge, Skills and Abilities

- Knowledge of industry standards for layout and production and editorial style.
- Knowledge of university procedures.
- Familiarity with graphic design software.
- Familiarity with terminology and concepts pertaining to professional prepress and printing.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficiency with word, spreadsheets, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in business or a related field and two years of supervisory/managerial experience; or a 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.