



Job Specification

Job Title: Managing Editor
BCAT Code: 442X AL
Pay Grade: G17

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

General Description

Directs the production of university publications.

Examples of Duties

- Develops and manages the production of public relations, internal communications, and alumni relations publications.
- Supervises the work of graphic designers, writers, and others in the production of materials.
- Determines editorial policies.
- Supervises publication distribution.
- Writes articles and other materials required by publications.
- Edits and proofreads published materials.
- Schedules and coordinates the production of newsletters, brochures, etc.
- Assists in planning university information communication channels.
- Assists in writing speeches and press releases.
- Assists in designing and typesetting publications.
- Meets with clients to determine design specifications.
- Advises clients on design, photography and content.
- Assists in monitoring departmental budget.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computer equipment and software.
- Knowledge of printing design methods.
- Knowledge of publication production methods.
- Knowledge of Associated Press style guidelines.
- Knowledge of design, printing, typesetting, and photography processes.
- Ability to communicate effectively verbally and in writing.
- Ability to supervise and train others.

Minimum GSU Hiring Standards

Bachelor's degree in Journalism, English, Public Relations or related field and three years editing and publication management 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.