



Job Specification

Job Title: Publications Specialist III
BCAT Code: 442X AN
Pay Grade: G13

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

General Description

Assists in the production of news stories, advertising materials, and related items.

Examples of Duties

- Assists editorial staff in editing and proofing various publications.
- Assists in making decisions on articles to be included in various publications.
- Assists in revising manuscripts for publication for grammatical and structural flaws.
- Advises departments on content, style, etc.
- Develops materials such as instructional materials, brochures, etc.
- Sets type and electronic page composition for standardized publications.
- Writes news stories, advertising, and related materials.
- Produces camera-ready materials for the printers.
- Sends routine correspondence to authors.
- Designs graphics used in publications.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of standard English grammar.
- Thorough knowledge of computer software and equipment used in publishing.
- Thorough knowledge of publication design principles.
- Thorough knowledge of printing, photography, and typesetting processes.
- Effective oral and written communication skills

Minimum GSU Hiring Standards

Bachelor's degree in English, Journalism, or a related field and two years experience; or a high school diploma or GED and six 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.