JOB CLASSIFICATION

Job Title: Managing Editor
Pay Plan: A&P
Pay Grade: 19
FLSA Status: Exempt
Union: Non-Union
Union Code: 0

Job Family: Communications and Marketing
Subfamily: Written Communications

Job Family and Subfamily Summary

Communications and Marketing Professionals promote the university to internal and external audiences, markets the university's services, engages the local community in university activities and performs government relations and legislative liaison activities.

Written Communications Professionals write, edit, research, and publish written material to inform, instruct, or influence target markets about a product or service.

Job Summary

Manages editors working primarily in the publication field and are responsible for overseeing publishing from start to finish.

Representative Duties

1. Tasks

- Reviews all work submitted by writers and approving or rejecting it as necessary
- Initiates and approves story assignments
- Manages creation of all editorial content
- Rewrites text to make it easier for readers to understand
- Verifies facts cited in material for publication
- Works with writers to help with ideas and stories
- Develops story and content ideas according to the publication style and editorial policy
- Promotes articles and content on various social media networks
### Education, Experience, Skill Requirements

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### Work Experience

4+ years of relevant work experience

### Additional Requirements

### Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.