

EDITORIAL SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
0205	Editorial Assistant	02	213	6 mo.	07/15/12	Rev.
4289	Editorial Writer	02	213	6 mo.	07/15/12	Rev.

Promotional Line: 11

Series Narrative

Employees in this series proofread, edit, and/or write copy.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Editorial Assistant

0205

Employees at this level do proofreading and perform routine editorial work. They work under direct supervision from staff members responsible for the dissemination of information to the public or from staff members in charge of research projects.

An Editorial Assistant typically –

1. reads copy for releases, research, books, brochures, publications, etc.
2. prepares copy and edits releases, books, brochures, publications, etc.
3. revises and checks page and press proofs
4. checks copy for errors, style, spacing, and punctuation
5. confers with authors on form and style
6. prepares news releases
7. may edit and write copy for selected publications and websites
8. may assist in creating, revising, and reviewing, advertising proofs for print and electronic communication
9. may perform administrative and clerical duties (e.g., preparing agendas for designated administrator, reviewing incoming mail and email, answering telephone calls, maintaining files, etc.)
10. performs other related duties as assigned

Level II: Editorial Writer

4289

Employees at this level procure, develop, and collect material and prepare and edit copy for presentation to the public and/or campus community (e.g., alumni, prospective students, donors, media outlets, etc.). They work under general supervision from a designated administrator or other staff members responsible for the dissemination of information to the public.

An Editorial Writer typically –

1. edits (and may write) publications, news releases, online/social media (e.g., blogs, Facebook, web), newsletters, fundraising information material, policy documents, submitted manuscripts, research, and technical reports/publications
2. gathers/verifies facts necessary for written articles, materials, etc.
3. puts facts into acceptable form for newspapers, websites, etc.
4. may prepare stories for specific trade publications, websites, etc.
5. writes articles for university-related publications (newspapers, magazines, and websites)
6. writes and sends press releases concerning scholarship and other achievements of students on the campus to hometown newspapers
7. assists with social media efforts (Facebook administration, video recording, etc.)
8. prepares material for publications designed to promote the University to the general public
9. assists in proofreading and final checking page and press proofs
10. assists with planning and executing the printed materials for special events (e.g., invitations, signage, certificates, etc.)
11. interacts with necessary individuals both inside (e.g., staff professionals) and outside (e.g., authors, public, university staff) of the office for interviews, correspondence, etc.
12. may develop story ideas for publications, news releases, online/social media, newsletters etc.
13. may compose correspondence/letters on behalf of a designated administrator to authors who submit manuscripts to the journal
14. may prepare editorial copy and layout for publication of written materials
15. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Editorial Assistant

0205

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling **one (1) year (12 months)**, from the categories below:
 - a) experience in editorial and proofreading work

- b) college course work, preferably in journalism, and/or communications, English, public relations or a closely related field
- 30 semester hours equals six (6) months
 - 60 semester hours or an Associate's degree equals one (1) year (12 months)

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Thorough knowledge of the structure of the English language, including pronunciation, sentence structure, the meaning and spelling of words, rules of composition, and grammar
2. Thorough knowledge of editorial symbols
3. Knowledge of communication and dissemination techniques (oral, written, and/or visual media)
4. Knowledge of administrative and clerical procedures, such as word processing, organizing/managing files and records, transcription, and other office procedures
5. Skill in using office suite software (e.g., word processor, spreadsheet, presentation program)
6. Skill in verbally communicating information and ideas so others can understand
7. Skill in organizing, planning, and prioritizing work, including time management
8. Ability to accurately notice and attend to small details in written communications, in order to make improvements or take corrective actions
9. Ability to communicate effectively through writing as appropriate for the needs of the audience

Level II: Editorial Writer

4289

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's Degree in communications, journalism, English, or a closely related field
2. **Two (2) years (24 months)** of experience writing for a newspaper, magazine, trade publication, news organization or writing in a public relations, research, or business communications environment

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of Associated Press Style and Chicago Manual of Style guidelines (American Psychological Association and Modern Language Association knowledge acceptable)
2. Knowledge of basic copyright and intellectual property best practices for media and digital content
3. Thorough knowledge of the structure of the English language, including pronunciation, sentence structure, the meaning and spelling of words, rules of composition, and grammar

4. Thorough knowledge of editorial symbols
5. Knowledge of media and digital communication and dissemination techniques (oral, written, and/or visual media)
6. Knowledge of administrative and clerical procedures, such as word processing, organizing/managing files and records, transcription, and other office procedures
7. Demonstrated ability to interpret educational and scientific material in written language that would be normally acceptable to editors of the appropriate media
8. Skill in using office suite software (e.g., word processor, spreadsheet, presentation program)
9. Skill in using desktop publishing software
10. Skill in using Internet and social media websites
11. Skill in verbally communicating information and ideas so others can understand
12. Skill in organizing, planning, and prioritizing work, including time management
13. Skill in developing constructive and cooperative working relationships with others, and maintaining them over time
14. Ability to accurately notice and attend to small details in written communications, in order to make improvements or take corrective actions
15. Ability to communicate effectively through writing as appropriate for the needs of the audience
16. Ability to work independently without supervision