

## EDITORIAL ASSOCIATE \*

### **Function of Job:**

Under general supervision of designated supervisor, provide writing and editorial assistance for the production of specific publications and/or support for communications, both in print and on-line.

### **Characteristic duties and Responsibilities:**

1. Write and/or edit manuscripts for publication.
2. Advise staff and/or student authors on editorial process.
3. Maintain and oversee production schedule.
4. Provide editorial oversight for manuscripts, publications, and/or web pages and on-line news outlets as required.
5. Coordinate information and/or manuscripts to be published with authors, including student authors, and/or other individuals involved, maintain copy deadlines, and oversee final publication.
6. Provide support and training to campus web editors and student assistants.
7. Coordinate advertising efforts and contacts.
8. Create, design, and publish events advertising and develop marketing strategies for publications.
9. Select and maintain images for use in print and web publications.
10. Supervise student interns and/or workers.
11. Work on special projects as assigned.
12. Participate in institutional professional development and training.
13. Perform other related duties as required.

### **Minimum Acceptable Qualifications:**

1. Associate's degree in communications, journalism, public relations, or related field and three years of experience in journalism and/or communications; or combination of higher education and experience equal to five years.
2. Web and software application experience and other computer skills as required by department.
3. Effective oral and written communication skills.
4. Editorial and photo editing skills.

### **Additional Desirable Qualifications:**

1. Bachelor's degree in journalism, communication, or related field.
2. Experience in higher education.

1/31/2012 \_\_\_\_\_

System Approval

11/1/2011 \_\_\_\_\_

Effective Date

\* Revised – Original approved 8/22/75 as “Senior Editorial Assistant” and revised 11/25/80 as Editorial Associate.

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**