



USC University of
Southern California

Publications Specialist

Job Description

JOB INFORMATION

<i>Job Code:</i>	129021
<i>Job Title:</i>	Publications Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Publications, Editing/Writing
<i>Job Family Group:</i>	Marketing and Events
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages design, art direction, etc. and writes copy for various types of publications and/or documents. Oversees typesetting, page layout, and production. Screens, hires and oversees work of vendors, freelance artists, designers, typesetters, etc. and/or employees. May conduct and coordinate photo assignments. Coordinates production schedules.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages design, art direction, page layout, illustration, graphics and photo selection for assigned periodicals, publications and/or documents in accordance with department and university editorial standards. Determines appropriate presentation of theme for publications, proposals, articles, etc., when necessary.				
Writes copy for university, school, and/or department publications, such as advertising copy, articles, brochures, bulletins, catalogs, letters, training materials, newsletters, press releases, programs, proposals, speeches, technical reports, theses, etc.				
Oversees typesetting, layout, and page production for assigned publications. Specifies printing requirements, checks bluelines, prepares camera-ready art, supervises color separations, checks color keys, printer's proofs and press proofs.				
Screens, hires and oversees work of vendors and freelance artists, designers, photographers, typesetters, etc. Determines schedules. Ensures timely completion of work. May conduct and coordinate photo assignments, contact subject to schedule and confirm shootings, travel to assigned locations and take photos, etc.				
Schedules, assigns and prioritizes workloads of staff supervised, such as graphic artists, photographers, administrative support, etc. Monitors employee performance on day-to-day basis. Ensures timely completion of publications and projects.				
Analyzes and evaluates vendors and potential vendors on annual basis. Makes recommendations for blanket contracts. Prepares specifications for bids. Selects appropriate vendor for each project. Supervises jobs in progress and ensures vendor payment.				
Schedules and coordinates all aspects of publication production in order to meet all applicable deadlines, such as design, typesetting, layout, paste-up, printing, binding, distribution, etc.				
Uses computerized graphics, word processing, and desktop publishing software to design and create a variety of documents.				
Coordinates office technology efforts. Oversees acquisition, installation, maintenance and usage of technology, including computers, workstations, LAN's, faxes, word processing systems, copiers, etc. Enhances office functions and productivity through use of hardware and software.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit, as assigned or appropriate.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.