



USC University of Southern California

Senior Editor Job Description

JOB INFORMATION

Job Code:	129023
Job Title:	Senior Editor
FLSA Status:	Exempt
Supervisory:	May supervise staff, student, temporary or resource workers.
Job Family:	Publications, Editing/Writing
Job Family Group:	Marketing and Events
Management Level:	6 Supervisor

JOB SUMMARY

Serves as senior editor for University, school, and/or department publications. Supervises editorial and/or administrative staff.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Editing, publication management, journalism, or related field experience.
X		Thorough knowledge of publications standards and techniques, design, printing, graphics, desktop publishing, word processing and photography.
X		Ability to write and edit effectively at an advanced level.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees all aspects of production for one or more university publications. Recommends content and format, determines writing and editorial assignments, ensures accurate, cost effective, and timely completion and distribution of all projects.				
Writes and edits documents for university, school, and/or department, such as advertising copy, articles, books, brochures, bulletins, catalogs, letters, manuals and/or other training materials, newsletters, press releases, programs, proposals, speeches, technical reports, theses, etc. Identifies and determines topics or subjects for various projects.				
Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.				
Develops and manages publications calendar(s). Determines schedules and deadlines. Ensures successful and timely completion of publications and/or projects.				
Selects appropriate artwork, such as photos, charts, graphs or illustrations, as needed.				
Screens, hires and oversees work of numerous outside vendors required to effectively complete assignments.				
Develops and produces reports of editorial activities. Evaluates project and/or publication effectiveness and recommends future action(s).				
Develops and manages publications budget(s). Provides projections and reports for budget development and administration purposes.				
Oversees development and maintenance of databases for circulation, as needed.				
Represents university or department at professional meetings, conferences, seminars and other events. Develops and maintains contacts with university officials, media representatives, community leaders and professional colleagues. Maintains currency with professional organizations and publications.				

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/			

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.