

JOB MATRIX – EDITOR

Title	Salary Grade	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, and Abilities
Editor	C	<p>Performs journey-level professional editorial duties on work that is varied and that may be somewhat difficult in character. Applies expertise and knowledge of processes to complete projects of defined scope and to assist senior staff on more complex projects. Seeks advice on non-routine or problem areas.</p>	<ul style="list-style-type: none"> ➤ Edits, proofs and produces copy for documents to include newsletters, books, reports, and other materials for distribution or publication. ➤ Design and develops materials per customer's requirements. ➤ Oversees production schedules to ensure completion by established deadlines. ➤ Provides advice on effective writing, publication and information-giving techniques to reach target audiences. ➤ May serve in a public relations capacity serving as a resource in developing strategies that promote effective delivery to target audiences. 	<p>Interact primarily with internal clients. Work is performed under immediate supervision.</p>	<p>Equivalent to a Bachelor's degree in Journalism, Communications, English or a related field and 2 years of professional experience.</p>	<p>Knowledge of fundamental concepts, practices and procedures of the profession; design and production of printed publications.</p> <p>Skill in basic analysis; layout and editing; meeting deadlines; communicating effectively in oral and written forms.</p>

JOB MATRIX – EDITOR

Title	Pay Grade	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, and Abilities
Senior Editor	C	<p>Performs senior-level professional editorial duties on work of a complex nature. Applies technical expertise and knowledge of processes to complete projects of undefined scope and to assist management staff on very complex or large-scale projects.</p>	<ul style="list-style-type: none"> ➤ Edits, proofs and produces copy for documents to include newsletters, books, reports, and other materials for distribution or publication. ➤ Design and develops materials per customer's requirements. ➤ Serves as liaison between customer and other staff personnel to ensure completion by established deadlines. ➤ Provides advice on effective writing, publication and information-giving techniques to reach target audiences. ➤ Plans, organizes and facilitates special public relations projects. 	<p>Work is performed under general direction applying advanced knowledge to determine the approach necessary to achieve objectives. Assignments are broad in nature, usually requiring originality and ingenuity. Has appreciable latitude for un-reviewed action or decision. Expert level depth in a specialty skill area.</p>	<p>Equivalent to a Bachelor's degree in Journalism, Communication, English or a related field and 4 years of professional experience.</p>	<p>In addition to skills of Editor level, must be able to manage project responsibilities and plan accordingly. Ability to substantially improve work processes. Proactively anticipates events well in advance of actions to ensure a successful outcome. Interact with clients, management and team members in an effective manner.</p>

JOB MATRIX – EDITOR

Title	Pay Grade	Summary	Duties	Scope	Education Experience	Skills
Principal Editor	C	<p>Performs master-level professional editorial duties on work of a complex nature. Applies comprehensive knowledge of the field to complete multiple projects of undefined scope and to assume responsibility for very complex or large-scale projects.</p>	<ul style="list-style-type: none"> ➤ Leads analysis of customer's requirements. ➤ Leads the development of projects. ➤ Supervises the execution of projects, reviews progress and evaluates results. ➤ Measure and improve project and/or team operations. ➤ Responsible for programs and operations which have a major bearing on the conduct of University operations. ➤ Supervise assigned team members on assigned projects. 	<p>Team leadership skills with ability to manage efforts of assigned staff. Operates with substantial latitude for un-reviewed action and decision making. Applies advanced knowledge to determine the approach necessary to enable the team(s) to achieve objectives. Ability to carry out complex assignments for which no clear precedents exist. Expert level depth in multiple responsibility areas.</p>	<p>Equivalent to a Bachelor's degree in Journalism, Communication s, English or a relate field and 6 years of professional experience.</p>	<p>In addition to skills of Senior Editor level, must be able to manage multiple projects and plan accordingly. Ability to continuously improve work processes in multiple responsibility areas. Proactively anticipates events well in advance of actions to ensure a successful outcome.</p>