

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SUPERVISOR, STUDENT PUBLICATIONS

Reports To: Designated Supervisor

UW Job Code: 3009

UW Job Family: 35 - Student Service Management Support

SOC Code: 43-1011

FLSA: Exempt

Pay Grade: 21

Date: 6-26-00 (revised 7-1-02; 12-2-03; 7-1-04)

JOB PURPOSE:

Supervise the operational and personnel functions of student publications, provide advice, critique and publications training to students and staff; chair meetings to discuss progress, concerns and needs; and provide leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide publication processing advice and training to staff.
- Supervise daily operations and assigned personnel; complete monthly payroll; conduct annual performance evaluations.
- Chair regular meetings to discuss progress, concerns, and needs; problem-solve and meet production deadlines.
- Identify needs and provide leadership through workshops and other educational formats to staff on ethics, professional standards, technical trends, libel, freedom of press, and other related issues.
- Plan and suggest product improvements in collaboration with editors.
- Assist editors or others in establishing deadlines.
- Initiate specifications and bid process with UW Publications.
- Research and assist in the preparation of the annual budget in consultation with supervisor for Board approval.

SUPPLEMENTAL FUNCTIONS:

- Represent Student Publications at designated meetings and act as liaison between campus community and students.
- Prepare monthly status reports for board meetings.

- Coordinate conference participation of students and supervise students' contest entries; attend functions, as needed.
- Maintain professional correspondence with national and regional college affiliates, press associations and other professional organizations.
- Assist students in annual banquet, including in-house competition, speaker and securing facilities.
- Maintain permanent record of equipment inventory.

COMPETENCIES:

- Formal Presentation Skills
- Individual Leadership
- Developing Organizational Talent
- Strategic Planning
- Innovation
- Meeting Facilitation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional and ethical publication standards.
- Publication/editorial rules and regulations including copyright and Buckley Amendment.
- Journalism including editing and print design and layout principles, concepts and methods.
- Communication theory, principles, concepts, methods and techniques.
- Supervision, project, time and labor management principles, methods, concepts and techniques.
- Budget and payroll preparation and management methods, concepts and techniques.
- Dispute resolution and problem-solving principles, methods and techniques.
- Correspondence and report writing methods, concepts and techniques.
- Bid specifications and bidding process methods, concepts, techniques and procedures.
- Public relation principles, methods, concepts and techniques.
- Records management principles, methods, concepts and techniques.
- Applicable University, federal and state laws, regulations and procedures.

Skills and Abilities to:

- Effectively communicate, both orally and in writing.
- Provide advice, conflict resolution, problem-solving and mediation.
- Supervise, train and evaluate staff.

- Manage production processes and project deadlines including design and layout of materials.
- Organize meetings to discuss production problems and resolve issues.
- Constructively critique writing skills and task performance.
- Work under pressure of deadlines.
- Provide leadership through assessing needs and conducting workshops or other training.
- Suggest product improvements.
- Use computer and related software effectively.
- Work as a team member and foster a cooperative teamwork environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Some positions may have occasional exposure to mechanical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.