

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: EDITOR

Reports To: Designated Supervisor

UW Job Code: 3871

UW Job Family: 3D - Media/Communication/Art

SOC Code: 27-3041

FLSA: Exempt

Pay Grade: 21

Date: 4-1-95 (revised 7-1-04; 7-1-08; 7-1-12; 3-19-19)

JOB PURPOSE:

Plan, coordinate, or edit content of material for publication. Write, edit and/or prepare materials for proposals or publications for a designated department or area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Determine theme of proposals, issue, or news releases; identify audience and method of distribution; gather related materials.
- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Review, evaluate, and edit written material proposal or publication.
- Interview individuals and attend meetings to obtain proposal or publication information. Verify facts, dates, and statistics, using standard reference sources.
- Organize materials; plan overall and individual page layouts; prepare/ determine specifications including type, ink, and paper stock.
- Review final proof to detect errors and indicate corrections.

SUPPLEMENTAL FUNCTIONS:

- Develop budget recommendations and monitor expenditures.
- May prepare cost estimates.
- Other duties as assigned.

COMPETENCIES:

- Adaptability
- Collaboration
- Initiative

- Influence
- Independence
- Sensitivity

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:

- Journalism theory, concepts and practices.
- English grammar and sentence construction.
- Writing, evaluating and editing practices, techniques and methods.
- Interviewing methods and techniques.
- Printing requirements and procedures including selection of type, ink, and paper stock.
- Page layout planning concepts, methods and practices.
- Applicable University, state, and federal laws, regulations and policies.
- Planning and scheduling concepts, methods and techniques.
- Budget development and management techniques and methods.
- Preparation of cost estimates techniques and methods.
- Personal computer and applicable software/hardware application programs.

Skills and Abilities to:

- Communicate effectively and develop interpersonal relationships with a diverse audience.
- Organize materials, plan page layouts, and determine specifications including type, ink and paper stock.
- Interview others to attain information.
- Plan and schedule project work to meet deadlines.
- Evaluate and edit content, structure, and format for a variety of materials.
- Write/edit material proposals, publications, or other documents.
- Review final proof to eliminate pre-production errors.
- Schedule delivery dates by negotiating with vendors.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regular exposure to video terminal displays.

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.