

EDITOR

NATURE OF WORK

This is responsible editorial and journalistic work in the co-ordination of activities in the preparation and distribution of the university newspaper, the Gazette.

The employee of this class is responsible for planning and co-ordinating the research, development and preparation of articles and features for the Gazette as well as related printing and proofing activities. Work also includes establishing liaison with various officials of the University and assisting in the development of policy relating to the Gazette. Supervision may be exercised over assigned professional staff. Assignments are received from a professional superior who remains available for consultation although independent judgement is required in the performance of work. Work is reviewed through discussion and inspection of completed publication.

ILLUSTRATIVE EXAMPLES OF WORK

Co-ordinates the production of the newspaper, including assigning, research, writing, layout, paste-up, typesetting and printing; proofreads all copy; supervises assigned professional staff; ensures that deadlines are met.

Prepares a variety of materials for the Gazette; monitors university activities to determine suitable topics; researches ideas and develops articles and features.

Ensures that requirements for photography and other visual materials are met; maintains appropriate records.

Establishes and maintains liaison with various university officials to keep abreast of research and other activities of the university.

Evaluates information needs of the university community; recommends methods for meeting such needs to immediate supervisor; prepares materials for supervisor's review.

Assists immediate supervisor in the formulation of policy relating to editorial content, production format and printing supply as necessary.

Maintains a variety of photographic and related records, pertaining to and included in the newsletter.

Performs other related duties as required.

REQUIREMENTS OF WORK

Considerable experience in journalism, public relations or related work; graduation from a four-year college or university with major course work in journalism, public relations or communications; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the principles and practices of newspaper reporting and editing.

Considerable knowledge of the methods and techniques used to disseminate information to the media and the public.

Knowledge of the principles and practices of public information.

Ability to plan and schedule work and to co-ordinate activities.

Ability to develop basic ideas into newsworthy form.

Ability to plan, write and edit new items and to adapt them to various public information media.

Ability to perform editing, proofreading and similar technical functions.

Ability to write, edit and publish a newspaper in an attractive and informative manner.

Ability to rapidly acquire knowledge of the organization structure, functions, programs, policies and regulations of the university.

Ability to establish and maintain effective working relationships with university officials and employees, media and members of the general public.

Skill in the application of the principles and practices of journalism.

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1990.08.16

Under Review: 204.01.05