Nature of Work

The Editor job is the second of a three level job series. The job series is used to allocate positions which involve professional writing and editing work. The job may be used by any college/division/department, however, it is predominant in areas in which production of publications and manuscripts are a primary mission.

The job is distinguished from Editor 1 in that the duties and responsibilities are more complex and require more judgment and coordination and involve higher level job contacts. The job is distinguished from Editor III in that supervision/program coordination is not required.

Examples of Work
(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent.)

Edits a variety of complex publications requiring advanced or specialized knowledge (e.g. proposals or scientific manuscript) and high level of editorial judgment. Organizes content, evaluates level, tone, and suitability in terms of client’s requirements. Rewrites materials as appropriate.

Generates ideas and writes publications of varying lengths (e.g. annual report).

 Prepares publications including responsibility for the design, illustration and printing.

Meets with author, printer, journal editor, and other contacts to resolve publication problems (e.g. copyright, meeting deadlines, modifying style and content, cost effective materials).

Minimum Qualification Requirements

Bachelor's degree and 1-2 years of related experience.