Nature of Work

The Editor 3 job is the third 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 2 in that the duties and responsibilities require supervision or program coordination. Typically, the job is only used in a college/department with a large editing staff (e.g. three or more subordinates).

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.)

Supervises an editing staff which includes responsibility for daily and special work assignments, selection, training, and evaluation of editing staff, and resolving all operating problems.

Coordinates major program area within large publications department. Responsibilities may include.

- Development and adherence to editorial standards and procedures.
- Coordination of timely editing and graphic production to ensure that publication production deadlines are met.
- Marketing publications to recover costs of production.
- Providing cost analysis of production of a specific publication for inclusion in grant/contract proposal or for setting fees for services/products.

Performs advanced editing tasks at Editor III level.

Minimum Qualification Requirements

Bachelor's degree and 3-5 years of related experience.