**Nature of Work**

The Editor job is the first 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 are not as complex and do not require the same level of coordination, independent judgment and outside contacts.

**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 internal and external publications (informational packets, brochures, newsletters, press releases, manuscripts, simple publication index).

Writes short publications.

 Prepares publications including the layout, paste up, and review of proofs of documents for publication.

**Minimum Qualification Requirements**

Bachelor's degree including related coursework. It is desirable that the incumbent have some related experience.