



Position Title:	Editorial Director	
Reports To:	Director for Marketing & Publications	
Department:	Office of College Communications	Job Code: 0124
Prepared By/Date:	Carol Flynn/01-30-2006	Job Group: PEC
Approved By/Date:	Juan Mendieta/01-30-2006	Salary Grade: 16
Revised:	Jennifer C. Brito/06-02-2009	FLSA Status: Exempt

Summary:

The Editorial Director is responsible for the timely completion of all phases of editorial development and production for all publications including MDC Magazine and College Forum.

Essential Duties and Responsibilities:

- Organizes, supervises and participates in the management and development of all copy submitted for publication.
- Writes, edits, and proofs the text of all publications.
- Works with editors and writers on the development of the editorial calendar.
- Ensures that high standards for peer review processes, copy editing, and production are met.
- Plans, schedules, and develops the story production schedules for publications.
- Oversees production schedule is strictly adhered to publications.
- Prepares storyboards (lists) for college publications to maximize the themes and campus events that best bolster the college's image and support its mission.
- Sets targets for continuous improvement for manuscript turnaround and quality of editing and production.
- Supervises part-time and freelance writers.
- Prepares budgetary recommendations; monitors, verifies and reconciles expenditure of budgeted funds.
- Continuously searches for new efficiencies and quality improvement.
- Routinely participates in educational publishing industry events and associations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Excellent organizational and communications skills (both oral and written).
- Knowledge of PC applications and solid computational skill.
- Excellent computer skills; knowledge of desktop publishing in a PC platform.
- Highly developed interpersonal and diplomatic skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to exercise sound judgment in decision-making.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial

reports, and legal documents.

- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree (MA or MS) from an accredited college/university in a related field of study such as Journalism or Communications and three (3) years of directly related editorial experience preferably in an academic environment or Bachelor's degree and seven (7) years of directly related editorial experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name