Definition of Class
This is a supervisory position in which the incumbent oversees the publication of newsletters, fliers, magazines, brochures, reports, academic collections, and related materials. Incumbent directs the efforts of support staff, writers, photographers, and artists in the production of publications; works with faculty and staff to develop newly conceived book and other publication projects, and initiates contact with students, faculty, staff, and alumni to gather relevant information to include in publications. Position reports to the Director, Center for the Study of Southern Culture.

Examples of Work Performed
Oversees the publication of academic collections newsletters, magazines, fliers, brochures, reports, newsletters and related materials.

Directs and coordinates the work of staff members participating in the production of publications.

Coordinates, assigns, edits and incorporates the work of writers, photographers and artists.

Determines and edits content for publication.

Assigns and writes articles, informational items for publication and news releases.

Develops contacts with authors, assigns scholarly articles and secures contributor’s contracts.

Works with university presses, websites and other media.

Gathers necessary illustrations and handles illustration rights issues.

Initiates and maintains contact with students, faculty, staff and alumni to gather relevant information to include in publications.

Provides supervision and guidance to support personnel.

Serves as liaison and spokesperson for the Center.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees the publication of academic collections, newsletters, magazines, fliers, brochures, reports, newsletters and related materials.

2. Directs the work of staff members participating in the production of publications.

3. Coordinates, assigns, edits and incorporates the work of writers, photographers and artists to ensure standards are met.
4. Initiates and maintains contact with students, faculty, staff and alumni to gather relevant information to include in publications.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**  
  Master’s Degree in Liberal Arts or a related field from an accredited college or university.

  AND

- **Experience:**  
  Three (3) years of experience related to the above described duties.

**Substitution Statement:**  
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer “*

*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*