JOB DESCRIPTION

Editor-Rethink MS

Definition of Class
This is a professional position in which the incumbent coordinates the design and production of Rethink MS, an online forum for insight, analysis, and debate about Mississippi’s critical long-term issues. Incumbent identifies topics pertinent to Rethink MS, conducts research, writes articles, edits, assigns and incorporates the work of other writers, photographers, and artists, and develops awareness of Rethink MS and other WWIR initiatives. Position reports to the Associate Director of Projects.

Examples of Work Performed
Identifies topics pertinent to the WWIRR mission and Rethink MS, in an effort to foster and disseminate new ideas for the state’s most entrenched problems.

Conducts research for writing informative articles with insight, analysis, and debate about Mississippi’s critical long-term issues.

Coordinates the work of consultants participating in the production and design of Rethink MS.

Edits, assigns and incorporates the work of contract writers, photographers, and artists for the production of Rethink MS.

Solicits advertisers and/or sponsors to provide financial support for Rethink MS.

Maintains contact with students, faculty, staff, and stakeholders to gather relevant information.

Organizes forums and events connected to issues examined in Rethink MS.

Researches policies related to WWIR mission, serves as an advocate by communicating and growing support of initiatives.

Coordinates participation and contributions of policy makers and organizations.

Composes public statements for WWIRR, including white papers.

Maintains and builds social media presence for Rethink MS.

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. Coordinates the design and production of Rethink MS.

2. Identifies topics pertinent to Rethink MS, conducts research, and writes articles.

3. Coordinates the work of contract writers, photographers, and artists.

4. Maintains and builds awareness of Rethink MS and other WWIR initiatives.
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:
Bachelor's Degree from an accredited four-year college or university in Journalism, English or a related field.

AND

Experience:
Two (2) 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.