Definition of Class
This is a professional position in which the incumbent is responsible for writing, editing, and coordinating the publication of magazines, brochures, reports, and other related materials. The incumbent also coordinates the efforts of support staff, administration or professional employees including writers, photographers, and artists.

Examples of Work Performed
Designs and coordinates the publication of magazines, fliers, brochures, reports, newsletters, and related materials.

Writes articles and informational items for publication as well as news releases.

Edits, coordinates, assigns, and incorporates the work of other writers, photographers, and artists.

Coordinates the work of other staff members participating in the production of assigned publications; proofs and edits work of staff members and student assistants.

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

Takes photos or assigns projects to photographers or artists as needed.

Prepares special reports for administrative utilization.

Solicits and sells advertising for publications.

Responsible for the billing and collection of all fees associated with advertising.

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. Writes, edits, and coordinates the production of publications.

2. Coordinates the work of staff members and other writers, photographers, and artists to ensure standards are met.

3. Prepares reports for administrative utilization.

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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