

**Definition of Class**

This position coordinates and performs a variety of complex editorial duties and is responsible for the editorial integrity of resources and materials distributed by the department. The incumbent works closely with organizational staff, content experts, contributors, and graphic designers to establish and ensure uniform formatting and style throughout resources and documents produced. This position performs assignments independently with minimal supervision.

**Examples of Work Performed**

Proofreads and edits materials and resources to ensure accuracy and consistency with spelling, grammar, punctuation, and formatting.

Reviews the work of others within documents and resources produced to ensure content is consistent in message and grammatically correct.

Coordinates the development of publications. Works closely with organizational staff to ensure and establish formatting and styles that should be included in resources and documents for publication and training.

Incorporates editorial corrections into resources and documents for final publication.

Ensures branding is consistently applied and professional standards are met in materials produced and distributed.

Manages a database to keep track of all relevant topics and dates.

Utilizes database to easily identify and revise resources and documents when necessary.

Assists in preparing reports of the organization for submission to internal and external stakeholders.

Reviews and edits reports for submission to internal and external stakeholders.

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 review process of resources and materials to ensure accuracy and consistency of grammar, logic, and structure.

2. Collaborates with organizational staff to develop and update formatting and style guides for resources and document development.

3. Assists in preparation of reports of the organization for submission to internal and external stakeholders.
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 10 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; lift or carry; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree in Communications, Journalism, English, or a related field, from an accredited college or university.

AND

Experience: One (1) year 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 to an agency 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.