Definition of Class
This is a nonsupervisory position in which the incumbent manages an assigned project. Incumbent is responsible for assisting the editorial staff in working with authors, editing articles, checking facts, gathering illustrations, assisting with indexing and developing cross-references, and managing the day-to-day work of the project.

Examples of Work Performed
Works with editors on all aspects of the project.

Contacts authors about revising and/or writing articles.

Maintains contact with authors through letters, telephone calls, and e-mail.

Remind authors of deadlines.

Helps edit and proofread articles.

Assists with researching topics and checking facts.

Consults with authors about possible illustrations.

Gathers permissions for illustrations.

Assists with preparation of index and cross-references for each volume.

Maintains a database of information about all aspects of the project.

Coordinates the work of graduate assistants involved in the project.

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. Assigns, collects, edits, and proofreads articles.
2. Writes some articles and makes additions to some articles.
3. Researches and secures illustrations.
4. Indexes and prepares cross-references.
5. Prepares materials for submission to the publisher.

**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.

  **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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