Georgia State University

Job Specification

Job Title: Manager, Editorial and Production

BCAT Code: 09MX05  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages, edits, and produces all publications for the Department of English.

Examples of Duties
- Creates and produces brochures, posters, invitations, and other departmental publications.
- Writes articles, generates topics and assigns stories for the Alumni newsletter.
- Writes bio sketches for journal contributors.
- Writes instruction manuals for student assistants and editorial interns.
- Manages budgets and accounts for two internationally renowned scholarly journals.
- Approves and monitors expenditures.
- Designs, develops and maintains the University website.
- Serves as liaison between the publications office and the University community.
- Organizes and maintains print, microfilm and electronic archives.
- Instructs students in converting and proof-reading back issues for inclusion in archives.
- Manages subscription databases.
- Provides advertising and subscription pricing information.
- Creates and maintains electronic archive of journal issues from inception to the end of the process.
- Develops and recommends polices and procedures.
- Supervises and directs student assistants and interns.
- Assists contributors and managing editors in strategic planning and goal setting.

Knowledge, Skills and Abilities
- Knowledge of University procedures.
- Knowledge of industry standards for layout and production and editorial style.
- Knowledge of terminology and concepts pertaining to professional prepress and printing.
- Knowledge of graphic design software.
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Business or a related field and two years of related supervisory/managerial experience; or Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources

Classification Section