Job Title: Executive Editor

BCAT Code: 09MX07
Pay Grade: G18  FLSA Status: Exempt
Effective Date: February 1, 2014
Revision Date: November 1, 2014

General Description
Directs and oversees the publication of the Georgia State University (GSU) magazine.

Examples of Duties
- Determines and manages the annual financial budget of the GSU Magazine.
- Supervises external writers, photographers, designers, and art directors.
- Creates a content calendar for submission to the final decision makers.
- Manages the external design firm in their project tasks, such as art direction, design, and photography.
- Manages a group of freelance writers.
- Edits the work submitted by freelance writers who contribute to the Magazine.
- Determines editorial policies.
- Assists in monitoring the departmental budget.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of printing design methods.
- Knowledge of publication production methods.
- Knowledge of Associated Press (AP) style guidelines.
- Knowledge of design, printing, typesetting, and photography processes.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in Journalism, English, Public Relations or a related field and five years of editing and publication management 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.