

	Prior 7/1/2004	After 7/1/2004
Class Code:	3757	3757
Title:	Editor	Editor
Pay Grade:	21	N/A
Pay Band:	N/A	Special/Paraprofessional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Editor

Job Summary:

This is work implementing one or more phases of publications policy or production for books, journals, or university publications.

Example description of duties (not all inclusive):

Identifies subjects for articles and interviews sources.

Writes copy and/or manuscripts for publication.

Reads and evaluates submitted manuscripts.

Consults with authors regarding editorial changes and production techniques to assure consistency of style and presentation.

Arranges for the design, development, and production of publications.

Lays out publications, marks copy, and works with production staff.

Schedules work phases for publication development.

Solicits and secures manuscripts for publication.

Minimum Qualification Requirements:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience