

The University of Texas at San Antonio

Job Description

Job Title: Multimedia Editor III
Code: 8650
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional editorial skills and supervision for the design and preparation for quality control of all published matter for style, clarity, grammar, and punctuation.
- Scope: Responsible for editing and proofing all textual materials presented in exhibits, pamphlets, flyers, brochures, books, programs, invitations, manuscripts, electronic media, lay and technical reports and articles, and to present this material in an informative and readable manner. Oversees the work of various staff members.

Duties

- Typical:
 1. Writes, edits, compiles data/facts, proofs corrections, and checks printer's proofs for various university publications; create, maintain, and distribute newsletters and college fact sheets Edits all materials to be presented for style, clarity, grammar, and punctuation.
 2. Plans editorial content for exhibits; verifies aspects of exhibit packages from research; and writes portions of reports and web material.
 3. Conceptualizes and produces designs using an assortment of specialized computer programs.
 4. Contracts/oversees work done by printing vendors; oversees duties performed by other divisional members.
 5. Performs other duties as assigned.
- Periodic:
 1. Serves on committees. Attends computer design seminars. Produces departmental reports.

Education

Required	Preferred
Bachelor's degree in English, Journalism, or field related to the work to be performed.	Master's degree in related field.

Other Requirements

Required	Preferred
Skilled in the use of publishing software.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.	Required experience, including two years editing technical, scientific or medical material.

Equipment

Required	Possible
Use of standard office equipment, personal computer, typewriter and calculator.	N/A

Working Conditions

Usual	Special
Normal office and workshop environments.	Some overtime may be required. Occasional travel may be required.

Supervision

Received	Given
General supervision from supervisor. Determines how to approach and complete a project using independent judgment.	General guidance and quality control of work performed by various staff members and vendors.

Accuracy

Extremely high level of proficiency and accuracy is required.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215

Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.