

The University of Texas at San Antonio

Job Description

Job Title: Multimedia Editor II
Code: 18651
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To evaluate, write and edit manuscripts and/or to perform editorial work in connection with all phases of the preparation and issuance of literature, technical reports and articles.
- **Scope:** Responsible for editing and writing manuscripts and/or lay and technical reports and articles for style, content, correctness of grammar, and organization of material, and to present this material in an informative and readable manner.

Duties

- **Typical:**
 1. Writes, edits, and compiles data/facts for various university publications; including academic catalogs; create, maintain, and distribute newsletters and college fact sheets.
 2. Read book manuscripts, museum texts, brochures and all other material to be printed and corrects faulty organization, grammar, structure and style.
 3. Work with clients/designers to edit and approve proofs.
 4. Correspond with authors about problems, changes, and revisions.
 5. Proofread and correct academic bulletin and catalog galleys, page proofs, and bluelines for yearly publishing.
 6. Perform other duties as assigned.
- **Periodic:**
 1. Performs clerical duties related to manuscripts and other projects.

Education

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

Other Requirements

Required	Preferred
Skilled in the use of desktop publishing software.	Basic knowledge of web maintenance.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.	Four years experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.

Equipment

Required	Possible
Use of standard office equipment, personal computer, typewriter and calculator.	Digital camera.

Working Conditions

Usual	Special
Normal office environment.	Some evening and weekend work.

Supervision

Received	Given
General supervision from supervisor.	General guidance to assigned staff.

Accuracy

Extremely high level of 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.
