

The University of Texas at San Antonio

Job Description

Job Title: Multimedia Editor I
Code: 18652
Salary Grade: 56
FLSA Status: Non 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, print material and electronic media; creates, maintains, and distributes newsletters and college fact sheets.
 2. Reads book manuscripts, museum texts, brochures and all other material to be printed and corrects faulty organization, grammar, structure and style.
 3. Assists clients/designers with editing and approving proofs.
 4. Corresponds with authors about problems, changes, and revisions.
 5. Proofreads and corrects academic bulletin and catalog galleys, page proofs, and bluelines for yearly publishing.
 6. Performs clerical duties related to manuscripts and other projects.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists with special projects.

Education

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

Other Requirements

Required	Preferred
Demonstrated knowledge of desktop publishing software.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
None.	Two years experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.

Equipment

Required	Preferred
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.	May supervise 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.