



JOB INFORMATION

Job Code:	129015
Job Title:	Editor/Writer II
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.; May lead one or more employees and/or students performing similar work.
Job Family:	Publications, Editing/Writing
Job Family Group:	Marketing and Events
Management Level:	7 Individual Contributor

JOB SUMMARY

Writes and edits documents and/or publications for the University, school, and/or department. Identifies and determines topics or subjects for various projects. Coordinates production of assigned projects. Works under general supervision. Leads other workers, as assigned.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with writing, editing, proofreading, and the preparation of materials for publication.
	X	Experience writing and editing of materials closely related to university or department activities.
	X	Thorough knowledge of desktop publishing, word processing, graphics, design, printing and binding.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Writes and edits documents for university, school, and/or department, such as advertising copy, articles, books, brochures, bulletins, catalogs, letters, manuals and/or other training materials, newsletters, press releases, programs, proposals, speeches, technical reports, theses, etc. Identifies and determines topics or subjects for various projects.				
Researches, verifies, reads, proofs, edits and rewrites copy. Ensures accuracy and completeness of projects. Interviews sources when appropriate.				
Interprets technical, specialized and/or academic material from a wide variety of disciplines or sources to produce written communication pieces for a general audience.				
Schedules and coordinates all aspects of publication production in order to meet all applicable deadlines, such as design, typesetting, layout, paste-up, printing, binding, distribution, etc.				
Designs and creates documents using computerized graphics, desktop publishing and word processing software . Determines type(s) of artwork (e.g. illustrations, photos, charts, graphs, design covers) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.				
Maintains editorial writing quality for the university, school, and/or department's website. Monitors appropriate style and standard guidelines for website, as needed.				
Evaluates audience response to documentation and/or publications and follows-up effectiveness. Makes recommendations for future publications.				
Interacts with all internal and external sources necessary to successfully complete assignments.				
Leads or supervises other workers, as assigned.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.