

Sul Ross State University
Position Description

Official Title: Journalist

Salary Group: 11

Job Code: 3273

Summary

Function: Assists Director in the development of Center publications and other materials including brochures, journals, monographs, and audio-visuals; performs technical and creative writing and assists in the editing of copy submitted by others; assists in the compilation of data sets and performing related work as assigned.

Scope: Performs public relations and publication related duties as required.

Duties

Essential: Compile information and condense into brochures, articles, or other publishable formats; carry out technical writing and editing; assist in determining publication design and layout, selecting photographs, and photo captions; proofread materials from printers; respond to public requests for information; assist other departments of the University as necessary; present talks as appropriate; assist in development of audio-visual materials. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Works under the direction of the Center director.

Given: May supervise activities of students and volunteer workers as required.

Education

Required: Bachelor's degree with major course work in English, History, Journalism and/or Communications.

Preferred:

Experience

Required: Two years experience in technical and/or creative writing and publications production.

Preferred: Experience in public relations, public outreach, public speaking, technical editing, publications makeup and layout.

Equipment/Skills

Required: Excellent knowledge of grammar and punctuation; computer skills.

Preferred: Publication makeup and layout; ability to plan and execute narrative and graphic materials; photo/darkroom experience.

Working Conditions

Usual: Office and laboratory.

Special: Occasionally may required field conditions. Travel required. Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May 26, 1998