

Sul Ross State University

Position Description

Official Title: News and Publications Manager Job Code: 3641
Salary Group: RC 13 Exempt

Summary

Function: Supervise University publications and student publications; produce newswriting and photography.

Scope: Responsible for planning, supervising, and coordinating production of news and feature releases, the University's bi-annual print magazine, the *Skyline* website, and the *Brand* Yearbook.

Duties

Essential: Oversee University and student publications; hire, train, and supervise student news website and yearbook staff; responsible for maintaining web pages for the *Skyline* and the *Brand*; proof, edit, and assist with University news releases and student publications; maintain photograph files; manage News and Publications budget; work closely with the President's office and the Development and Alumni Office; serve as liaison to media representatives; develop and maintain positive relationships with local and regional news media; responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Coordinate and collaborate with the Creative Services Team and assist others when needed.

Supervision

Received: Reports to the Executive Director for Administration and Development.

Given: Supervises Student Publications Supervisor and student employees.

Education

Required: Bachelor's degree in Journalism, English, or related field.

Preferred: Master's degree in Journalism, English, or related field.

Experience

Required: Two to four years of experience in journalism and photography.

Preferred: Three to five years of experience in communications, journalism, public relations, newspaper operations, or associated work.

Equipment and Skills

Required: Competence in understanding computerized publications processes, including online news processes; strong human relations skills; ability to develop budgets.

Working Conditions

Usual: Normal office conditions; exempt from overtime provisions; position is security sensitive.

Special: Occasional nights and weekends.

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

Date revised: July 8, 2018