Sul Ross State University
Position Description

Official Title: Student Publications Supervisor  
Salary Group: 12  
Job Code: 3331

Summary
Function: Supervise all aspects of student publications.

Scope: Responsible for the production of the Skyline student newspaper and the Brand yearbook, as well as operations and maintenance of Sul Ross Photography Services.

Duties
Essential: Hires, trains and supervises the student staffs for the newspaper, yearbook and photography services; responsible for maintaining web pages for the Skyline and The Brand; edits all student articles and assists with news release proof-reading; in charge of photography assignments for university functions; maintains photographic files; manages Skyline, Brand and Photography Services budgets and prepares annual yearbook bid; assists Director of News and Publications as needed. 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: Reports to the Director of News and Information.

Given: Supervise student employees working on the student publications.

Education
Required: Bachelor’s degree in Journalism or related field.

Preferred: Master’s degree in Journalism.

Experience
Required: Three to five years experience in journalism and photography.

Preferred: Five years in communications.

Equipment/Skills
Required: Competence with desktop publishing and layout, including use of InDesign and PhotoShop.

Preferred:

Working Conditions
Usual: General office conditions; exempt from overtime provisions. Position is Security Sensitive.

Special: Nights weekly September through May.

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

Date revised: February, 2008