

Sul Ross State University Position Description

Official Title: Student Publications Supervisor

Job Code: 3331

Salary Group: 12

Summary

Function: Supervise all aspects of student publications.

Scope: Responsible for the production of the *Skyline* student news website and the *Brand* yearbook.

Duties

Essential: Hire, train, and supervise the student staffs for the student news website and yearbook; responsible for maintaining web pages for the *Skyline* and the *Brand*; edit all student articles and assist with news release proofreading; assign students to photograph university functions; maintain photograph files; manage *Skyline* and *Brand* budgets; assist News and Publications Manager 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 News and Publications Manager.

Given: Supervises student employees working on the student news website and yearbook.

Education

Required: Bachelor's degree.

Preferred: Master's degree in Journalism.

Experience

Required: Three years of experience in journalism or university administration.

Preferred: Five years of experience in journalism.

Equipment/Skills

Required: Excellent writing skills.

Preferred: Competence with desktop publishing and layout, including use of InDesign and PhotoShop.

Working Conditions

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

Special:

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

Date revised: July 8, 2018