University of North Texas
Job Description

Purpose/Description

This position is responsible for assisting with the daily management and professional editing of one or more publications. Work involves review of manuscripts for publication, copy editing, and oversight and design of manuscripts chosen for publication by the editorial board. This position is also responsible for grant writing and collaboration with relevant stakeholders.

Representative Tasks

- Evaluates and facilitates peer review of manuscripts for publication approval by editorial board.
- Edits and revises manuscripts for publication, reviewing for readability, style, content, accuracy of documentation, communicating with authors on changes.
- Responsible for oversight of freelance designers and indexers. Also performs Extensible Mark-up Language (XML) design on selected works.
- Assists in management of book design, advertising copy, and marketing decisions.
- Writes grants on selected works.
- Collaborates with relevant stakeholders.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.

Supervision

Received: Work completed independently with minimal guidance. Assignments are made in terms of broad practice, precedents, policies and goals. Work may be reviewed for fulfillment of department objectives, and conformance with policies and regulatory requirements.

Given: Typically has no supervisory responsibility for staff but provides informal guidance and support to new team members, as well as on-the-job training on specific tasks required to perform job effectively and procedures to follow. May supervise hourly or student employees.
**Job Title:** Managing Editor  
**Job Code:** 44440  
**Grade:** 12  
**Job Function:** Communications and Marketing  
**ORP/TRS:** TRS  
**Job Family:** Communications  
**FLSA:** E

### Education and Experience

Bachelor’s Degree in related field and four years of professional related experience; or any equivalent combination of education, training and experience. The following knowledge, skills, and abilities are required:

- Ability to evaluate potential of manuscripts for publication based on professional criteria.
- Considerable knowledge of the principles of sound English composition, grammar, rules of documentation, and requirements for publication.
- Ability to write highly readable, focused copy.
- Ability to edit the works of others, retaining the substance of their content and style while enhancing readability and clarity.
- Ability to establish and maintain satisfactory working relationships.
- Organizational skills.
- Knowledge of appropriate safety and security measures related to work environment.

### Licenses, Certificates or Registration

**Required:** N/A

### Physical Job Requirements

While performing the duties of this job, the employee is regularly required to use fingers and hands to feel, grasp, operate or handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.