Publications Coordinator

Job Code 00001512

General Description
Responsible for all phases of creation and publication of university-wide publications.

Examples of Duties
Plan publication and promotion needs with clients.
Research and develop printing/promotion project specifications.
Prepare and supervise appropriate paperwork to purchase printing services.
Plan publication/promotion projects with graphic artists.
Monitor and troubleshoot projects through all phases of production and printing.
Maintain an active list of vendors.
Supervise the current publications log.
Plan with the university press manager to coordinate printing/publishing.
Monitor and edit, rewrite publications copy as needed.
Coordinate photo assignments and assist with the photo shoot.
Supervise staff
Supervise maintenance of publications files.
Design special publications.
Approve printing invoices.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: good management practices and graphic design, word processing, page layout, photography and illustrations, all phases of photography, printing processes, purchasing processes.

Skill in: preparing printing info for bids and purchase orders, motivating and directing staff, troubleshooting computer problems, evaluating publications and promotions, prioritizing the work of others, maintaining good relations with vendors and others,

Ability to: perform basic math, answer technical questions concerning computers and printing, work under tight deadlines.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.