

## **Copy Editor**

### **Job Code 50025258**

#### **General Description**

Responsible for writing, editing, proofreading and copyediting university publications including electronic media to ensure publications meet established content standards, identity and branding guidelines and marketing initiatives.

#### **Examples of Duties**

Manage Publications Writers and oversee work production.

Meet with clients to develop marketing direction and determine copy content.

Coordinate the collection of information; analyze and research data; and develop content strategy. Create publications and website content and advertising copy that supports university brand and image.

Edit and rewrite copy submitted by client.

Proofread publication and web pages.

Fit copy and write headlines.

Document and archive writing and research.

Perform other duties as assigned.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** Research and analysis techniques.

**Skill in:** Producing internal and external communication content, interviewing clients and others, teamwork and collaboration, collecting information, evaluating content, locating errors in sentence construction and design inconsistencies, using Microsoft Office suite, proofreading and editing content.

**Ability to:** Comprehend, analyze and retain information on marketing plans and communications, performing intermediate math, communicating with others, work under pressure against 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.

#### **Other Requirements**