



Communications Job Function

Publications Coordinator

Grade 55

Summary

Serves as key contact person and coordinator for assigned publication(s), and/or performs a variety of writing and/or editorial duties: plans, designs, writes text, edits and/or produces scholarly materials, professional journals or department/school/University publications Performs project management, managing to a prescribed budget. Works independently with minimal supervision in a work environment of multiple and conflicting priorities.

Typical Duties

1. Writes, drafts and/or edits, and submits for final approval: press releases, articles, newsletter submissions, news stories, features, backgrounders, profiles, book chapters, marketing/advertising materials, indices, handbooks, bulletins, and/or scholarly works;
2. Edits all elements for style, substance and organization. Reorganizes text to create consistency in grammar, format, and message. Recommends substantive editorial changes as needed. Reviews, proofs and fact-checks all copy, and may perform layout work of a detailed and complex nature;
3. Oversees all aspects of production, often of multiple publications; copy editing, fact checking and quality assurance stages; often using desktop publishing or other publication-specific software tools;
4. Provides text and technical services to developing and maintaining Web pages and/or other forms of electronic communication;
5. Organizes copy flow, coordinates multiple production schedules and printing deadlines; troubleshoots and remedies related issues;
6. Coordinates relationship with vendors/readers/customers; negotiates, researches and coordinates requests for proposals (RFPs), and makes recommendations to manager on vendor relationships;

May be responsible for managing to a prescribed budget, typically when coordinating production; may also participate in budget development by summarizing, researching, analyzing past expenditures;

7. May serve as liaison to contributors/faculty/authors and others directly involved in the published work: solicits chapters, edits submissions, conveys editorial comments, resolves issues, ensures deadlines are met;
8. May ensure permissions standards for content and image are consistent and documented; may coordinate post production activities, such as mailing, mail house arrangements, coordinating copyright registration, and permissions activities.

9. May oversee distribution of press releases to media; take photographs; maintain photo, clip and contact files; may organize and over see photo shoots, reporter visits, media launches, and related events as directed;
10. May assist in training, scheduling and distributing work to other staff members, students, interns, casuals and temporary workers.

Typical Requirements

Education: College degree in Communications, literature, or related field, or an equivalent of education plus experience.

Skills and Experience: Five plus years related experience with proven negotiation and project leadership skills required project management skills. Strong working knowledge of printing, publishing and/or graphics arts procedures and related computer software and electronic communications tools. Proven command of editorial, grammatical, writing skills and techniques.. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects, vendors and constituencies. Requires advanced knowledge of desktop publishing and/or graphics software packages. Relevant test may be required.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.