The University of Texas at San Antonio™

Job Description

Job Title:	Multimedia Editor II	**Job Family:**	Media/Arts
Type:	Exempt	**Job Code:**	18651
Department:	Job available in different departments/divisions	**Salary Grade:**	60
Reports to:	In accordance with specific departmental policies	**Created/Revised:**	07/16/2022

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Responsible for editing and writing manuscripts and/or lay and technical reports and articles for style, content, correctness of grammar, and organization of material, and to present this material in an informative and readable manner.

To evaluate, write and edit manuscripts and/or to perform editorial work in connection with all phases of the preparation and issuance of literature, technical reports and articles.

Core Responsibilities

1. Writes, edits, and compiles data/facts for various university publications; including academic catalogs; create, maintain, and distribute newsletters and college fact sheets.
2. Proofreads book manuscripts, museum texts, brochures and all other material to be printed and edits faulty organization, grammar, structure and style.
3. Collaborates with clients/designers to edit and approve proofs.
4. Corresponds with authors about concerns, changes, and revisions.
5. Proofreads and correct academic bulletin and catalog galleys, page proofs, and bluelines for yearly publishing.
6. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
7. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelor's degree in English, Journalism, or field related to the work to be performed (required)
- Master's degree in related field (preferred)

Experience

- Two years' experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.
- Experience with desktop publishing software.

- Candidate must satisfactorily complete the required Criminal Background Check (CBC).
- Four years' experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency. (Preferred)

Knowledge Skills & Abilities

- Demonstrated ability using publishing software.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated ability to provide timely, accurate and complete delivery of multimedia elements.
- Demonstrated ability to collaborate across departments and sections of the organization.

Core Competencies

Instructions: *Select the appropriate Competency section below based on position.* ***Options****: Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
- Ability to travel to and from meetings, training sessions or other business-related events.
- Occasional after hours and weekend work or overtime may be required

Physical Demands:

- Describe any Physical Demands of the Position
- Ex. Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Ex. Exerts up to 10 lbs. of force occasional