

 <b>Publishing</b> <b>University of Kansas Job Title Definitions</b>		
<b>Job Family Definition:</b> Involved in the publishing of books, journals and newspapers.		
<b>Proposed Title</b>	<b>Description</b>	<b>Qualifications</b>
General Manager A-13 (\$70,815 - \$109,763)  Job Code: 000517	Develops and implements strategies for management, production and distribution of campus newspaper. Decides on news coverage and article assignment. Negotiates and obtains contracts. Serves as liaison with campus units. Supervises staff.	Bachelor's degree in a relevant field. Minimum of ten years related experience in the news and/or broadcast field on using a variety of media applications.
Editor-in-Chief A-13 (\$70,815 - \$109,763)  Job Code: 000516	Manages the acquisitions of materials for publication. Participates in the development and implementation of strategies for the growth and management of the publishing unit. Locates, recruits, and develops new authors. Evaluates authors' manuscripts and proposals. Offers feedback, advice, and instructions to authors. Obtains external manuscript reviews and presents manuscripts for editorial review. Negotiates and obtains contracts. Works with authors and other press staff in the promotion of new publications. Supervises staff.	Bachelor's degree. Minimum of ten years of editorial experience.
Managing Editor A-11 (\$53,546 - \$82,997)  Job Code: 000521	Establishes editorial guidelines and processes. Oversees the production schedule and works with content area experts and graphics/art staff to ensure consistency and quality of publications. Hires, trains, and supervises in-house and freelance editing staff.	Bachelor's degree. Minimum of five years of editorial experience.
Copy Editor A-09 (\$41,299 - \$61,948)  Job Code: 000515	Provide both substantive editing and copy editing for a wide variety of educational, promotional, and/or research projects for communication to varied target audiences. Develop content based on style requirements, and provide writing support as needed. Communicate with authors to ensure accuracy and clarity. Offers feedback and instructions to item writers, researchers, and authors.	Bachelor's degree in English, Journalism, Communications, or a related field. Minimum of one year editing experience.
Production Editor A-08 (\$36,710 - \$55,065)  Job Code: 000518	Supervises editorial and production tasks of proofreading, copyediting, index editing and art evaluation. Coordinates production schedule. Secures manufacturing and typesetting contracts for book production. Reviews compositor and printer proofs at various stages of production. Coordinates purchasing and business processes to support book production process. Oversee freelance copy editors, proof readers and indexers. Offers feedback, advice and instructions to authors. Maintains and updates electronic files for published books.	Bachelor's degree. Minimum two years of related experience required.
Acquisitions Editor A-09 (\$41,299 - \$61,948)  Job Code: 000514	Acquires books for publication by the Press that fit and enhance the University Press's publishing program. Builds relationships with scholars for advice regarding publication, to recruit potential authors, and to conceive ideas for new books commission authors to write those books. Assists authors in developing manuscripts and to monitor manuscripts for production. Evaluates manuscripts and recruits referees. Prepares materials to obtain press approval. Negotiates contracts with authors. Prepares manuscripts for production. Provides reports on activities.	Bachelor's degree and three years of experience in book acquisitions at an academic book publisher or at an academic-oriented commercial book publisher.

<p>Publicist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000520</p>	<p>Plans and implements seasonal book publicity campaigns by coordinating activities and events with book reviewers, media sources, bookstores, and authors. Directs the creative development of publicity events and materials for print, broadcast, and other media sources. Represents Press and works with authors to prepare for and participate in publicity and marketing events. Analyzes media trends to promote University Press books. Maintains review database, develops a targeted review list for each book, prepares and distributes advance bound galleys and proofs. Coordinates activities with other University Press staff to promote book publication.</p>	<p>Bachelor's degree and one year experience in publicity, trade or scholarly book marketing, or bookselling.</p>
<p>Publications Assistant A-07 (\$33,297 - \$48,281)</p> <p>Job Code: 000519</p>	<p>Assists in acquiring manuscripts, including handling correspondence with authors and reviewers, reviewing and providing feedback on manuscript submissions/preparation, and preparing docket for the editorial committee. Gathers, evaluates and searches for book illustrations, working with authors and others. Obtains the necessary permissions to use illustrations, other art, and text in both print and digital form and determines when adequate permissions are obtained. Handles outside requests to use press publications. Determines appropriate fees and prepares documentation. Review contracts to publish books in digital forms. Files copyright applications; track copyright submissions and resolves copyright problems. Handles processes for book requests for students with disabilities. Performs administrative support duties, including meeting logistics, financial and HR transactions, office maintenance, and administrative reports.</p>	<p>Bachelor's degree and one year experience in a related field.</p>