



Cornell University Staff Compensation Program Generic Job Profile Summaries

Communications Job Family: **Editor Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

	Editor II INDIVIDUAL CONTRIBUTOR	Editor III INDIVIDUAL CONTRIBUTOR	Editor IV INDIVIDUAL CONTRIBUTOR	Managing Editor MANAGEMENT
Editing	Solicit and evaluate written content. Edit for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style ensuring that content is engaging and accessible to internal and external audiences.	Read, evaluate, and edit written content, or other materials submitted for publication. Confer with authors regarding changes in content, style or organization. Edit for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style, ensuring that content is engaging and accessible to internal and external audiences.	Act as a master storyteller. Read, evaluate and edit stories, or other written materials submitted for publication. Confer with authors regarding changes in content, style or organization. Edit for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style, ensuring that content is engaging and accessible to internal and external audiences.	Provide final approval for edits for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style ensuring that content is engaging and accessible to internal and external audiences.
Collaboration	Collaborate with staff in phases of editing for print and electronic publications and multimedia projects.	Collaborate with staff from conceptual stage through all phases of editing for print and electronic media, including multimedia projects.	Collaborate with staff from conceptual stage through all phases of editing for print and electronic media, including multimedia projects.	Oversee all phases of production process ensuring production and distribution meet client needs.
	Collaborate with authors, designers, illustrators and photographers to acquire appropriate images and graphics to ensure accuracy of content and appropriate context.	Collaborate with authors, designers, illustrators and photo/multimedia producers to acquire appropriate images and graphics to ensure accuracy of content and appropriate context; make recommendations and influence decisions for final output.	Collaborate with authors, designers, illustrators and photo/multimedia producers to acquire appropriate images and graphics to ensure accuracy of content and appropriate context; make recommendations and influence and approve decisions for final output.	Oversee all phases of production process ensuring production and distribution meet client needs.

	Editor II INDIVIDUAL CONTRIBUTOR	Editor III INDIVIDUAL CONTRIBUTOR	Editor IV INDIVIDUAL CONTRIBUTOR	Managing Editor MANAGEMENT
	Collaborate with web designers to develop and troubleshoot new pages, features and upgrades to add depth, interest and interactivity.	Collaborate with web designers, to develop and implement new pages, features and upgrades to add depth, interest and interactivity; solicit and edit posts from guest authors.	Collaborate with web team to design and implement new pages, features and upgrades to add depth, interest and interactivity; solicit and edit posts from guest authors.	Oversee all design components of the project.
	Meet with project stakeholders to determine needs and objectives.	Meet with project stakeholders to determine needs and objectives; develop scope and project timeline. May lead individual projects.	Meet with project stakeholders to determine needs and objectives; develop scope and project timeline. Lead individual projects.	Oversee all phases of production process ensuring production and distribution meet client needs.
Strategy & Procedures		Participate in developing marketing and communication strategies.	Develop and implement marketing and communication strategies.	Responsible for executing marketing and communication strategies.
				Develop and implement sound business procedures consistent with University policies.
Research & Storytelling	Research and confirm sources for writers and verify facts, dates and statistics.	Review story ideas proposed by staff and freelancers; make recommendations appropriate for the target audience.	Influence and implement story ideas and make recommendations for the target audience. Independently identify potential storytelling opportunities and assign them to writers or multimedia producers as appropriate.	Approve and guide story ideas proposed by staff and freelancers. Approve and ensure flow of selected written materials and proofs to authors, editors, campus leadership (where necessary), and production staff.
		May consult in the development of on-line editing tools, search functionality, bibliographic citation management, and reviewer/contributor models and functionality.	Consult in the development of on-line editing tools, search functionality, bibliographic citation management, and reviewer/contributor models and functionality.	Approve the development of on-line editing tools, search functionality, bibliographic citation management, and reviewer/contributor models and functionality.
Supervision			Assign and supervise work of writers, editors, designers and multimedia producers.	Hire editors, writers, designers, multimedia producers, freelancers and other employees.
Publication Production	Arrange page layouts of articles, photographs and advertising; compose headlines and prepare copy.	Oversee publication production, including artwork and layout, ensuring adherence to deadlines and budget requirements.	Supervise publication production, including artwork and layout, ensuring adherence to deadlines and budget requirements.	Has final oversight on all phases of production.
	Coordinate publishing schedules and workflows.	Create and implement a formal workflow process for content updates, editorial solicitations, reviews and a consistent publishing schedule.	Create, implement and approve a formal workflow process for content updates, editorial solicitations, reviews and a consistent publishing schedule.	Responsible for formal workflows for all editorial and production related processes.

	Editor II INDIVIDUAL CONTRIBUTOR	Editor III INDIVIDUAL CONTRIBUTOR	Editor IV INDIVIDUAL CONTRIBUTOR	Managing Editor MANAGEMENT
Budgets & Contracts		Assist in developing editorial budgets. May assist in negotiating contracts.	Develop and plan editorial budgets. Negotiate contracts.	Independently manage daily operations; develop and plan editorial budgets; negotiate contracts with freelancers.
Copyright Permissions	Arrange for copyright permissions.	Arrange for copyright permissions.	Monitor content to ensure adherence to copyright and legal requirements. If necessary, obtain copyright permissions or confer with legal counsel.	Oversee permissions and copyright.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10313 EDITOR II, BAND E	10314 EDITOR III, BAND F	10315 EDITOR IV, BAND G	10554 MANAGING EDITOR, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 years relevant experience or equivalent combination.	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination.	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination.	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination.
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Assist others Cooperation of task completion	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Persuade others to take particular course of action Coordinate major activities
CONTACTS - OUTSIDE	Providing information that exists within pre-established documents and or programs.	Providing information that exists within pre-established documents and or programs.	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Occasional contact to provide information and instruction

FACTOR PROFILE	10313 EDITOR II, BAND E	10314 EDITOR III, BAND F	10315 EDITOR IV, BAND G	10554 MANAGING EDITOR, BAND H
SUPERVISION	Occasional guidance to others who do similar work	Day-to-day supervisory direction to employees within the department.	Day-to-day supervisory direction to employees within the department.	Full responsibility for all employees within the department.
COMPLEXITY	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.
LEVEL OF DECISION MAKING	Make decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	General supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction.	Little direct supervision Considerable latitude for exercising judgment and self-direction.
EFFECT OF DECISION MAKING	Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affects more than one college, school, administrative unit, etc.
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required