



## 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
Collaborate with staff in phases of editing for print and electronic publications, including brochures, educational materials, exhibits, web sites and multimedia productions.	Collaborate with staff from conceptual stage through all phases of editing for print and electronic publications, including press releases, brochures, educational materials, exhibits, web sites and multimedia productions.	Collaborate with staff from conceptual stage through all phases of editing for print and electronic publications, including press releases, brochures, educational materials, exhibits, web sites and multimedia productions.	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 photographers 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 photographers to acquire appropriate images and graphics to ensure accuracy of content and appropriate context; make recommendations and influence and approve decisions for final output.	
Meet with project stakeholders to determine needs and objectives.	Meet with project stakeholders to determine needs and objectives; develop scope and project timeline.	Meet with project stakeholders to determine needs and objectives; develop scope and project timeline.	
			Participate in developing marketing and communication strategies.
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.	Review and may approve story ideas proposed by staff and freelancers; make and implement recommendations appropriate for the target audience.	Approve story ideas proposed by staff and freelancers.

<b>Editor II INDIVIDUAL CONTRIBUTOR</b>	<b>Editor III INDIVIDUAL CONTRIBUTOR</b>	<b>Editor IV INDIVIDUAL CONTRIBUTOR</b>	<b>Managing Editor MANAGEMENT</b>
Solicit and evaluate manuscripts.	Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization.	Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization.	Approve and ensure flow of selected manuscripts and proofs to authors, editors and production.
Collaborate with web team to design and troubleshoot new pages, features and upgrades to add depth, interest and interactivity.	Collaborate with web team to design, implement and troubleshoot 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.	
Conduct editing of accounts in databases for organization and consistency; ensure literature citations and bibliographies are up to date.	Assess and recommend revisions and updates; conduct editing of accounts in databases for organization and consistency; ensure literature citations and bibliographies are up to date.		
	Consult in the development of on-line editing tools, search functionality, bibliographic citation management, modular content and reviewer/contributor models and functionality.	Consult in the development of on-line editing tools, search functionality, bibliographic citation management, modular content and reviewer/contributor models and functionality.	Approve the development of on-line editing tools, search functionality, bibliographic citation management, modular content and reviewer/contributor models and functionality.
Edit for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style ensuring that content is engaging and accessible to internal and external audiences.	Edit for accuracy, clarity, tone, length, organization, grammar, punctuation, spelling and style ensuring that content is engaging and accessible to internal and external audiences.	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.
	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.	
		Assign and supervise work of writers, editors and graphic designers.	Hire editors, writers, graphic designers, freelancers and other employees.
		Develop acquisition project/publication concepts (sometimes with clients, sometimes independently).	Develop acquisition project/publication concepts.
Arrange page layouts of articles, photographs and advertising; compose headlines and prepare copy.	Oversee publication production, including artwork, layout, and computer typesetting ensuring adherence to deadlines and budget requirements.	Supervise publication production, including artwork, layout, and computer typesetting ensuring adherence to deadlines and budget requirements.	Approve publication production, including artwork, layout, and computer typesetting ensuring adherence to deadlines and budget requirements.

Editor II INDIVIDUAL CONTRIBUTOR	Editor III INDIVIDUAL CONTRIBUTOR	Editor IV INDIVIDUAL CONTRIBUTOR	Managing Editor MANAGEMENT
	Develop and gather information for the annual budget for submission.	Develop and gather information for the annual budget for submission.	Responsible for the daily operations; develop and plan budgets; negotiate contracts with freelancers.
	Meet with artists, typesetters, layout staff, marketing director and production manager to discuss projects and resolve problems.	Serve as advisor to artists, typesetters, layout staff, marketing director and production manager to discuss projects and resolve problems.	
			Develop and implement sound business procedures consistent with University policies.
Arrange for copyright permissions.	Arrange for copyright permissions.	Arrange for copyright permissions.	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
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; up to 2 years of experience or equivalent.	Bachelor's degree; 2 but less than 4 years of experience or equivalent	Bachelor's degree; 3 but less than 5 years of experience or equivalent	Bachelor's degree; 5 but less than 7 years of experience or equivalent
<b>IMPACT</b>	Moderate impact	Moderate impact	Moderate impact	Significant impact
<b>CONTACTS - INSIDE</b>	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
<b>CONTACTS - OUTSIDE</b>	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
<b>CONTACTS - STUDENTS</b>	Limited contact	Limited contact	Limited contact	Occasional contact to provide information and instruction

<b>FACTOR PROFILE</b>	<b>10313 EDITOR II, BAND E</b>	<b>10314 EDITOR III, BAND F</b>	<b>10315 EDITOR IV, BAND G</b>	<b>10554 MANAGING EDITOR, BAND H</b>
<b>SUPERVISION</b>	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.	Day-to-day supervisory direction to employees within the department.
<b>COMPLEXITY</b>	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.
<b>LEVEL OF DECISION MAKING</b>	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
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very 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.
<b>EFFECT OF DECISION MAKING</b>	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.
<b>WORKING CONDITIONS</b>	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