

The University of Akron
Classification Specification

Job Title: Coord Student Publications
Job Function: Staff
Job Family: Classified
SOC Description: 7000 Student Services Division

Job Code: 47531
Grade: 118
FLSA: Non-Exempt
Date: 1/1/04;7/1/99

Job Summary:

Provide assistance to students in the production of a student publication twice a week throughout the school year and weekly during the summer.

Essential Functions:

35% Supervise and monitor the budgetary functions of the Buchtellite while helping to set advertising goals. Develop and implement a financial plan for the future.

30% Supervise and advise the student staff of the newspaper and monitor student eligibility to work on the newspaper staff.

25% Provide guidance and training to student staff regarding the standards of journalism that include advertising, ethics, laws, libel, privacy, etc. Oversee independent study of credit journalistic experience of the student staff.

10% Train, supervise and evaluate staff editors. Provide guidance to student staff to comply with student organizations along with any special projects that are assigned.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in journalism preferably in a higher education environment. Strong communication and customer service skills. Advanced computer skills that include relevant software packages required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.