

PUBLICATIONS OFFICER

NATURE OF WORK

This is responsible publications work in the editing and production of a wide variety of University materials.

Work involves responsibility for the editing and production of posters, brochures, pamphlets and booklets of a promotional and informational nature and includes providing advice on the design and layout of materials for publication. Work also involves maintaining contact with University departments in the production of instructional materials. Work also includes assisting in the development and implementation of publication policies and preparing reports and articles on University events. Work is performed according to policy and guidelines provided by a professional superior, however, employees are required to exercise initiative and judgment in the performance of assignments. Work is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Receives a wide variety of promotional and informational materials from the University community for publication; determines publication schedule; discusses the design and layout of publications with departmental representatives; proofreads and/or edits material; reviews final layout with departmental representatives.

Receives a variety of instructional materials from University academic departments; prepares unedited material in appropriate format for printing.

Provides general advice to clients regarding paper stocks, typeface styles, cover details, binding available, cost estimates and time frames.

Ensures that copies of publications are sent to the National Library of Canada and University Library.

Assists in the development and implementation of publication policy; recommends new procedures and techniques to improve the presentation of University information; implements approved changes.

Co-ordinates the publishing activities of special materials such as convocation programs, undergraduate and graduate informational booklets and University calendars.

Maintains an inventory of University publications, as well as related printed and photographic records.

Proofreads publication copy for the Division of University Relations as required.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the writing and editing of promotional and informational materials, preferably in a publications environment; graduation from a four year college or University with major course work in English; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of book production techniques and practices including printing methods, styles and costs.

Knowledge of the methods used to attractively and effectively convey information.

Knowledge of the use and application of papers and other materials in printing.

Ability to perform editing, proofreading and similar technical functions.

Ability to plan, writes, lay out, edit and publish material in an attractive and informative format.

Ability to establish and maintain a variety of records.

Ability to rapidly acquire knowledge of the organization structure, functions, programs, policies and regulations of the University.

Ability to establish and maintain effective working relationships with University officials, employees and publisher representatives.

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Confirmed: 2004.01.05