### JOB SUMMARY

This is a management-level editor's position that supervises either online content or print publications. The individual in this position will plan; develop; and implement public relations/communications programs which advance the University’s PR and marketing objectives. Develops; assigns; edits; proofreads; and writes complex or long term stories as well as sophisticated marketing materials as needed. Manages the flow of communications and production schedules/deadlines. Responsible for maintaining daily communications with writers to ensure deadlines are met. Leads the production and report