

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Student Publications**

Job Code: **2873**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in a communication field.	Master's degree in Journalism or Communications.
Experience	Five years experience working in journalism field and/or teaching journalism.	Experience to include both newspaper and literary production.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Directing student publication production processes, which include guiding and coordinating student newspaper and magazine staff members and editors; coordinating and facilitating technology, supplies, vendors, etc. involved in production; preparation of budgets; billing accounts receivable; preparing students and their submissions for regional and national competitions; and supervising a publications assistant. In addition to these responsibilities, incumbent is expected to teach classes and provide service in the School of Human Sciences and Humanities. Director also advises the Associate Vice President for Student Services regarding publications for the division.**

Duties and responsibilities	% Time
Supervision of production processes of newspaper and magazine including guiding and coordinating student newspaper and magazine staff and editors.	70
Preparation and monitoring of budgets, supplies, vendors, and advertising accounts. Interaction with internal and external constituencies to facilitate information flow, student employment opportunities, and professional development for students and staff. Supervision of publications assistant. Fulfill Division of Student Services responsibilities of attending meetings, participating in staff development, writing annual reports, and advising the AVPSS on division publications.	20
Planning, implementing, and assessing student newspaper and magazine productions.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*