



Cornell University Staff Compensation Program Generic Job Profile Summaries

Communications Job Family: Editorial Assistant 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.

GENERIC JOB PROFILE SUMMARIES

Specialty	Editorial Assistant III INDIVIDUAL CONTRIBUTOR	Editorial Assistant IV INDIVIDUAL CONTRIBUTOR	Editorial Assistant V INDIVIDUAL CONTRIBUTOR
Production/Publication Support	Coordinate production activities with outside partners; participate in project discussions.	Identify and coordinate production activities with outside partners; participate in creative and design discussions.	Identify and lead production activities with outside partners; participate in creative and design discussions and decision-making; ensure deadlines are met.
	Screen and prepare incoming manuscripts for review; confer with authors on content, form and style. Under the direction of the supervisor, coordinate the peer review process.	Evaluate incoming manuscripts and communicate updates regarding manuscript process; confer with authors on content, form and style; recommend revisions to manuscripts and illustrations. Coordinate and monitor the peer review process.	Evaluate incoming manuscripts and communicate updates regarding manuscript process; make recommendations to authors regarding content, form and style; recommend revisions to manuscripts and illustrations. Facilitate the peer review process, gather and analyze feedback.
	Assist with the proofreading and editing of manuscripts and other forms of written material for publication and/or for distribution; make grammatical corrections; assist with organizing page layouts.	Proofread and edit manuscripts and other forms of written material for publication and/or for distribution; make stylistic, structural, factual, and grammatical corrections; select artwork to accompany articles and organize page layouts; produce statistical and narrative reports synthesized from a variety of source material.	Conduct Research, proofread and edit manuscripts and other forms of written material for publication and/or for distribution; makes stylistic, structural, factual, and grammatical corrections; select artwork to accompany articles and develop page layouts; produce statistical and narrative reports synthesized from a variety of source material.
	Serve as a source of information to staff, faculty, authors, publishing representatives, media, booksellers, and other	Serve as principal source of information to staff, faculty, authors, publishing representatives, media, booksellers, and	Serve as principal source of information to staff, faculty, authors, publishing representatives, media, booksellers, and

Specialty	Editorial Assistant III INDIVIDUAL CONTRIBUTOR	Editorial Assistant IV INDIVIDUAL CONTRIBUTOR	Editorial Assistant V INDIVIDUAL CONTRIBUTOR
	customers on process and office activities.	other customers on policies and process; answer questions regarding routine situations and recommend appropriate action.	other customers on policies and process; answer questions regarding non-routine situations and recommend appropriate action.
	Send contracts and publishing details to authors.	Draft contracts using standard templates and send to authors with relevant publishing details and timelines.	Draft, review and customize author contracts based on standard templates, ensuring accuracy and compliance with relevant publishing policies; send to authors along with publishing details, terms and timelines.
	Assist with writing for publication and distribution, draft substantive correspondence and written material for print or electronic media.	Write for publication and distribution; compose other substantive correspondence and written material for print or electronic media.	Write for publication and distribution; compose other substantive correspondence and written material for print or electronic media.
	Update and maintain applicable databases related to specific publications.	Create and update applicable databases related to specific publications.	Create applicable databases related to specific publications.
	May assist with gathering licenses and permissions for media usage. Observe fair use and copyright laws.	Assist with arranging for copyright permissions, gathering licenses and permissions for media usage. Observe fair use and copyright laws.	Arrange copyright permissions, gather licenses and permissions for media usage. Observe fair use and copyright laws.
Marketing/Publicity Support	Assist with the coordination and support of marketing and publicity campaigns.	Assist with the design and coordination of marketing and publicity campaigns.	Design and coordinate marketing and publicity campaigns.
Event/Publication Promotion	Schedule and coordinate promotional events such as book signings and exhibits; respond to requests for information, coordinate travel arrangements.	Coordinate the planning, creation and distribution of invites and promotional materials via electronic media.	Plan and create invites and promotional materials via electronic media.
	Assist with writing, designing, and producing certain publications and promotional materials.	Draft, design, and produce publications and promotional materials; assist with the production of electronic and print publications and/or e-marketing materials.	Write, design, and produce publications and promotional materials; assist with the production of electronic and print publications and/or e-marketing materials.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10783 EDITORIAL ASSISTANT III, BAND C	10784 EDITORIAL ASSISTANT IV, BAND D	11508 EDITORIAL ASSISTANT V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate’s degree and up to 2 years relevant experience or equivalent combination	Associate’s degree and 2 to 4 years relevant experience or equivalent combination	Associate’s degree and 4 to 6 years relevant experience or equivalent combination
IMPACT	Extends beyond college/unit	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10783 EDITORIAL ASSISTANT III, BAND C	10784 EDITORIAL ASSISTANT IV, BAND D	11508 EDITORIAL ASSISTANT V, BAND E
SUPERVISION	None given	None given	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Focus on an entire field	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Little guidance to accomplish work activities Rarely refers situations to the supervisor	Little guidance to accomplish work activities Rarely refers situations to the supervisor
SUPPORT SKILLS – WRITING	Provides a non-standard response or prepares written material that requires some research	Provides a non-standard response or prepares written material that requires some research	Provides a non-standard response or prepares written material that requires some research
SUPPORT SKILLS – COMPUTER	Use business or technical programs to complete task requiring sophisticated usage	Use business or technical programs to complete task requiring sophisticated usage	Use business or technical programs to complete task requiring sophisticated usage
WORKING CONDITIONS - PHYSICAL	Lift 10 to 20 lbs.	Lift less than 10 lbs.	Lift less than 10 lbs.

FACTOR PROFILE	10783 EDITORIAL ASSISTANT III, BAND C	10784 EDITORIAL ASSISTANT IV, BAND D	11508 EDITORIAL ASSISTANT V, BAND E
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	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.