



JOB DESCRIPTION:	Editorial Director of the Mimbres Press of WNMU		
DEPARTMENT:	Arts & Science		
REPORT TO:	Vice President of Academic Affairs/Provost		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	(# from Budget Office)	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	

SUMMARY: The editorial director has responsibility for oversight, guidance, and operations of the editorial functions of the Press.

DUTIES:

1. Lead in acquiring and developing approximately 4 titles annually.
2. Serve as liaison and provide publishing plans to the Board of Advisors.
3. Work with and assign selected manuscripts to appropriate readers.
4. Ensure quality and print-ready condition of accepted manuscripts, including final copyediting and approval.
5. Represent Press in the community and at conferences and other related events as appropriate.
6. Assist with production for efficient and timely publication and with marketing for successful promotion of books.
7. Serve as primary contact for authors.
8. Performs other duties as assigned for the advancement of the Press.

REQUIREMENTS:

1. **Education/Background:** Substantial creative and/or scholarly publications. Master's degree or equivalent in a Humanities area preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** The successful candidate should possess a broad background in editing. Must be able to adapt depending on circumstances. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)