

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Magazine Editor/1428

Function and General Scope

Positions assigned to this class are responsible for producing and publishing a University magazine. This includes collaborating with other editors and designers and supervising freelance writers and photographers. Reviewing national and local publications and contacting faculty, staff, alumni and students to ascertain and screen story ideas; compiling background information by research and personal interviews to guide the editorial content of the magazine; conducting interviews and writing feature-length articles, faculty, staff, alumni and student profiles, and stories on University research, trends and current news; preparing sports features and profiles, and overseeing preparation of alumni class notes and obituaries.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in journalism, communications or a closely related field and six (6) years of progressively responsible writing/editing experience in print media, which has included magazines. A Master's degree in a relevant field may be substituted for up to one (1) year of the required experience.