The Marketing and Communications Office in the W. P. Carey School of Business is in search of a results-oriented Managing Editor whose displays both a sense of urgency and a concern for accuracy and quality. This is an editor of printed publication and web-based news and research content, developing stories as well as interactive visual ideas.

This Managing Editor not only requires an imaginative and creative mind but also the discipline and tactical cognizance to set and manage an editorial schedule and assignments to ensure timely publication with the fortitude to find relevant, and engaging materials consistent with established objectives that will raise the awareness and reputation of the school.

**Essential Duties**

- Works with department chairs, research faculty, and center directors to understand research agenda through reading research papers and reports, meeting regularly, and on-going correspondence.
- Leads editorial team and interfaces with university news and communications officers to promote stories that highlight the school and its research, as well as its faculty experts, students, and alumni.
- Outlines story concepts and may identify experts to be interviewed. Determines story relevance and value, and sets deadlines consistent with production schedule.
- Supervises staff in the preparation and implementation of publication cycle and coordinates the completion of contracts and other paperwork.
- Recruits and assigns stories to freelance writers and manages editorial calendar.
- Edits stories for content, completeness, style; revises or returns to writers for revision; gains faculty approval where appropriate.
- Works with the dean/directors in developing goals, plans, and strategies.
- Maintains communication with school leadership on style, quality, and direction of print and online publications.
- Provides assistance in multimedia projects including production, scripting and advising on video, podcasts and other audio/visual projects.
- Works with team members to coordinate the web publishing process, curation, and promotion stories for school web properties, university news channels, LinkedIn, and other relevant third party sources.
- Assists university communications officers with media relations as needed.
- Creates original content and articles as needed.
- Trains and evaluates editorial staff.
Minimum Qualifications
Bachelor's degree in Journalism or a field appropriate to the area of assignment and five (5) years of related experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
- Preferred 7-10 years of related experience
- Experience editing publications in a major public research university with given requirements, regulations, and laws
- Experience planning and executing editorial/content strategies to increase the traffic of publications, meeting established goals, working well under pressure and within strict deadlines
- Experience in using interviewing, writing, and editorial skills
- Evidence of effective communicating skills, both verbal and written
- Experience in interpreting and understanding written information and in listening attentively to catch verbal cues as well as see non-verbal cues that lead to a deeper understanding
- Demonstrated knowledge of Internet publishing, metrics and usage patterns, social media, and web publishing
- Experience in using Photoshop
- Experience in developing intellectual and cultural resources and remaining well read
- Experience establishing and maintaining effective working relationships with professional organizations, media, university administrators, faculty and staff
- Evidence of working in an environment of high standards and awareness of trends and influences
- Demonstrated knowledge of supervisory principles and practices

Working Environment
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Required to stand for varying lengths of time and walk moderate distances to perform work
- Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Communicate to perform essential functions

Department Statement
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at http://wpcarey.asu.edu.

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.
Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.