

Sam Houston State University Human Resources

Staff Classification Description – Criminal Justice (CJ) Publications Officer

Skill Category: Professional
Position (Employee) Class: 3N703 (E1)
Grade: 13
Date: 09/2014

Department: Criminal Justice Center

Educational & Experience Requirement: Bachelor's Degree in communications, journalism, public administration, or other related academic area. Minimum of three years professional experience in writing, publishing and/or editing. Word processing, graphic design, computerized photo typography, desktop publishing elements, and a thorough understanding of the printing process necessary. Experience in an academic environment preferable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Reviews, edits and coordinates current publications and assists in the planning of future publications. Trains staff and faculty in desktop publishing elements, and supervises the preparation and printing of publications at the Criminal Justice Center.

Supervision Given & Received: Editor of Publications reports to the Dean of the College of Criminal Justice and supervises students producing the National Employment Listing Service Bulletin.

Primary Responsibilities: Provides support for special desktop publishing projects of faculty, graduate students and staff. Writes, edits, and supervises production of the NELLS Bulletin, the Criminal Justice Research Bulletin, the Texas Crime Poll, the Court Exemplar (published in cooperation with the Texas Association of Court Administrators), and The CJC Newsletter (the Center's newsletter). Prepares news releases about Center activities and programs, faculty publications, awards and matters of general interest designated by the Dean including ads for criminal justice publications. Writes news releases and coordinate photography for each Beto Chair lecturer. Provides expert technical assistance to the College/Center faculty and staff on publication development, formatting, typesetting, and printing. Serves as Center's liaison with SHSU Press and external publication/printing resources. Performs other related duties as assigned.

Other Specifications: Requires strong interpersonal skills for ongoing projects and programs involving students, faculty, staff, and external constituency. Strong writing and desktop publishing skills needed. Knowledge of criminal justice programs would be helpful.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.