

## Position Announcement

The University of Tennessee Institute of Agriculture seeks applications for the position of Information Specialist I (editor) in the Marketing and Communications Services department. The primary functions of this position include:

- § Provide editing and publishing production services for clients within all units and departments of the Institute of Agriculture. Skills to include editing, revising, reorganizing and rewriting for client-provided text in both print and electronic media.
- § Consult with faculty and staff (clients) regarding their publishing needs, determining objectives and scheduling for completing projects, working within university and Institute guidelines.
- § Maintain a shared database of all printed and electronic products for the Institute. Work with others to keep Web-based published materials current.
- § Work collaboratively and independently within a team of editors and graphic designers on a variety of publishing needs and projects.
- § Update existing published materials (print or electronic) using layout/design software.
- § Manage a number of projects for both educational and promotional materials, within an often fast-paced, deadline-oriented environment.

The Information Specialist reports to the Senior Publication Editor and the Director of Marketing and Communications Services.

A bachelor's degree in communications, journalism, public relations, English or closely related media field is required. A master's degree in one of these areas is preferred.

Desired is proven, demonstrable experience in editing, writing and publishing management, as well as success multi-tasking in a time-sensitive environment.

Expertise in the following software is required: Microsoft Word and Access, WordPerfect; and Adobe Acrobat. Preferred but not required: Adobe Indesign and Photoshop. Primary expertise with Windows-based software; familiarity with Apple/Macintosh operating systems is preferred.

The Institute of Agriculture is a component of the University of Tennessee system.

Headquartered in Knoxville, it includes four divisions:

- § the College of Agricultural Sciences and Natural Resources (both graduate and undergraduate programs)
- § the College of Veterinary Medicine (one of 28 in the country)
- § the Agricultural Experiment Station (with 10 research and education centers across the state) and
- § UT Extension (educational programs and offices in each county in the state)

This position works with faculty and staff in all of these units.

Forward cover letter, resume, salary requirements, references and 3 to 5 samples of representative work (send electronically as PDF or direct us to your Website). Send to: [cgeddin00@utk.edu](mailto:cgeddin00@utk.edu)

Screening of candidates will begin May 19 and continue until the position has been filled.

*The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.*