

Position Announcement  
(September 5, 2025)

**ASSISTANT EDITOR, *TRUSTEESHIP***

Reports to Elena Loveland, Editor-in-Chief

**\*Pay Grade: 3 / Professional 1**

Grade Minimum (\$60,000) Grade Midpoint (\$75,000) Grade Maximum (\$90,000)

*\*Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

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The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for an Assistant Editor, *Trusteeship Magazine*.

**The Scope**

The Assistant Editor, as a member of the Content Strategy and Development team, reports to the Editor-in-Chief, *Trusteeship* and provides editorial, production, project management, and administrative support for the bi-monthly magazine. The Assistant Editor helps edit, proofread, and produce the bi-monthly magazine as a complement to the work of the Editor-in-Chief, who has primary responsibility for *Trusteeship*. Responsibilities include providing logistical support for departmental leadership and editorial advisory groups, content creation, fact checking, proofreading, manuscript editing and coding, production process management, content digitization, and record keeping.

**The Duties**

*(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).*

**Editorial**

Editorial duties include but are not limited to the following:

- Write departments, side bars, abstracts, and other materials.
- Proofread copy.
- Draft “Inside AGB” stories for *Trusteeship*.
- Draft photo captions, ALT Text descriptions, and other *Trusteeship*-related material.
- Route permissions and reprint requests to appropriate staff.
- Assist in maintaining electronic files to ensure they are up to date.
- Check each draft manuscript submission for original contributions (e.g., iThenticate)
- Code *Trusteeship* manuscripts for XML editorial system (e.g., Scribe).
- Other editorial duties as assigned.

## **Production**

Production duties include but are not limited to the following:

- Maintain project management records and update checklists to reflect status of each issues' production process.
- Proofread page proofs.
- Work with outside vendors, to prepare digital replica edition of the print magazine.
- Assist the Web team by publishing the digital edition of *Trusteeship* magazine on [www.agb.org](http://www.agb.org).
- Other production duties as assigned.

## **Administrative**

Administrative duties include but are not limited to the following:

- Prepare a wide variety of documents, including correspondence.
- Schedule and coordinate meetings, appointments, and special programs for the SVP, Content & Programs and for other Content team leaders.
- Assist with Content team operations. Schedule and coordinate meetings for the AVP, Content Strategy & Development, as assigned.
- Track expenses and manage invoices related to team activities. Provide shipping, mailing, and subscription invoice support.
- Coordinate logistics for *Trusteeship*-related advisory groups, including scheduling, technical support, and managing routine correspondences.
- Maintain an electronic index of *Trusteeship* articles.
- Ensure *Trusteeship* SharePoint site and subsites are accurate and up to date. Archive the issues of the magazine in all digital formats (e.g., InDesign, printer-ready PDF, HTML, XML, etc.).
- Respond to routine requests for complimentary issues or digital copies of articles for contributors, and general information.
- Serve as frontline AGB member support for *Trusteeship*-focused questions received by the AGB Concierge.
- Correspond and engage with authors and editors.
- Other administrative duties as assigned.

## **The Requirements**

- Bachelor's degree in journalism, communications, public relations, English, or a related field.
- Three (3) to five (5) years of editorial experience working on a periodical.
- Excellent writing skills and command of the English language, including grammar, punctuation, and spelling; keen attention to detail and the ability to spot errors and inconsistencies.
- Strong oral and written communication skills, as well as strong interpersonal skills.
- Demonstrated interviewing skills (for writing articles for publication) preferred.

- Editorial and production experience, including research/writing, copyediting, proofreading, and project management duties.
- Proficiency with Adobe Acrobat and MS Office suite required.
- Familiarity with Adobe InDesign, WordPress and/or other Web CMS systems, and manuscript style coding (e.g., Scribe, XML) or HTML, preferred.
- Familiarity with survey and polling tools such as SurveyMonkey and Doodle.
- Strong organizational and project-management skills.
- Familiarity with *The Chicago Manual of Style*.
- Comfortable learning and using new applications and tools to streamline and improve editorial and production processes.
- Comfortable working as a member of a team as well as independently.
- Comfortable working in a multitasking environment and able to meet deadlines.
- Availability for limited travel to AGB's meetings as needed.

### **The Organization**

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at [AGB.org](http://AGB.org).

**AGB is a hybrid workplace.** Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

### **Equal Opportunity Employer**

AGB is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**In compliance with the Americans with Disabilities Act (ADA), the following is provided:** The position involves skill in using a computer and/or laptop; oral and written communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning and problem solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation (e.g., airplane, car).

AGB and AGB Search employees who meet the qualifications outlined above are

encouraged to apply. AGB and AGB Search employees are required to inform your current manager of your intention to apply. Submit a cover letter and recent resume to Larry L. Robertson, SVP, and Chief People officer.

Referrals are welcome and will receive priority consideration. Please advise colleagues in your professional network to send their application materials (resume and cover letter including your name) to:

Larry L. Robertson  
SVP, Chief People Officer  
[LRobertson@agb.org](mailto:LRobertson@agb.org)