Job Title: Writer/Editor

Department: Community Relations & Marketing Services

Grade: I

FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Supports the publishing, marketing, and public relations functions of the college by writing, editing, and producing articles, newsletters, and other communications of media including electronic publishing.

Characteristic Duties and Responsibilities:
1. Proofreads all written marketing communications during approval process and other items as requested.
2. Develops material for, writes, and edits various internal and external publications.
3. Monitors the in-box for the Office of Community Relations Communicator for advisory and non-advisory email requests and distributes messages to internal audiences.
4. Monitors official college communications for accurate and consistent compliance with the standards of the College Lexicon Guide.
5. Assembles and edits submissions for Communicator newsletter, publishes newsletter and distributes to faculty and staff.
6. Uses the content management system for publishing web content for the college’s website.
7. Manages the College Lexicon Guide.
8. Maintains the Communicator newsletter archives.
9. Creates other newsletters as needed and distributes electronically or by other methods.
10. Administers the online events calendar.
11. Performs other duties as assigned.

Reporting Relationships:
**Direction Received:** Reports to the Director, Creative and Art Services

**Direction Given:** No authority or responsibility for the supervision of others, project direction, or program administration.

Minimum Requirements:
Bachelor’s degree from an accredited college or university in Journalism, Communications or related field and two years full-time related work experience.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

June 2008
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Knowledge, Skills, Abilities and Worker Characteristics:

Excellent English composition, editing and proofreading skills
Word processing, layout, design and graphics skills
Proficiency with Microsoft Office software
Ability to prioritize and handle multiple tasks
Good communication and interpersonal skills
Knowledge of web content management software

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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