JOB DESCRIPTION: WRITER/EDITOR

Wofford College invites applications for a writer/editor for the Office of Marketing and Communication (OMC). OMC oversees the college’s marketing and communication strategies and is responsible for all aspects of creative services; digital marketing; features and publications; news, public relations, internal and crisis communications; and photography.

The writer/editor is a full-time, exempt position that works with all administrative staff and faculty departments. The position directly reports to the senior director of creative and editorial content. Hours of work performance are approximately 40 hours/week. Depending on activities and special events, evening and weekend hours may be required at times; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

KEY RESPONSIBILITIES:

The writer/editor is responsible for telling the stories of the college, including:
- Actively identifying storytelling opportunities that advance the college’s mission.
- Creating and writing engaging stories that support the college’s marketing objectives in various formats, including print and digital, for all college audiences.
- Enhancing and editing all copy provided to the department from other administrative areas.
- Ensuring all writing is thoroughly and accurately edited to eliminate errors in spelling, grammar, punctuation and syntax.
- Identifying, contacting, scheduling and interviewing various members of the Wofford community.
- Transcribing and formulating content that creatively and accurately tells the Wofford story and supports the college’s mission in measurable and creative ways.
- Completing other duties as assigned.

QUALIFICATIONS:

A bachelor degree or certification in a related field (public relations, mass communications, journalism) or equivalence, along with minimally three years professional experience writing and editing content is required for appointment.

The selected incumbent will be self-motivated, innovative, and creative with an eye for detail and an emphasis on quality work. S/he will have excellent copywriting skills, be proficient in APS (Associated Press Style) and be proficient in all MS Office programs. This role requires an aptitude to work under pressure and adhering to tight and established deadlines and will require the incumbent to work both independently as well as on diverse and dynamic teams at times. The ability to learn quickly and thrive in a collaborative setting will prove to be successful in this role.
APPLICATION:

Email the following application documents as four separate PDF files to omcwriter@wofford.edu:

- Letter of interest explaining how you meet the qualifications of the position.
- Current resume.
- Names and contact information (email and telephone numbers) of at least three professional references.
- At least three professional writing samples that demonstrate a variety of styles and speak to different audiences.

Complete applications received before April 1, 2019, will be given priority review.