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 equivalent, 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 adherance to tight and established deadlines. The job requires the incumbent to work both independently as well as on diverse and dynamic teams. The ability to learn quickly and thrive in a collaborative setting are a must for success 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 Dec. 19, will be given priority review.

ADDITIONAL INFORMATION:

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives and experiences. Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact Human Resources at hr@wofford.edu.

A background check will be conducted for finalist candidates. Employment is contingent upon a completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.