

WOFFORD COLLEGE

Writer/Editor

The Office of Marketing and Communication (OMC) invites applications for a writer/editor. Reporting directly to the director of communications, the writer/editor has primary responsibility to creating and writing engaging stories that tell the stories of the college and advance the college's mission.

The writer/editor is a full-time, exempt position. Depending on activities and special events, evening and weekend hours will be required at times; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Hours of work performance are approximately 40 hours/week.

KEY RESPONSIBILITIES:

- Transcribe and formulate content that creatively and accurately tells the Wofford story and supports the college's mission in measurable and creative ways.
- Proactively engage with faculty, staff, and students to unearth and identify storytelling opportunities. Contact and interview members of the Wofford community, both on and off campus, to collect content, information and ideas.
- Enhance and edit all copy provided to the department from other administrative areas.
- Review and edit. Ensure writing is thoroughly and accurately edited to eliminate errors in spelling, grammar, punctuation and syntax.
- Collaborate with other OMC staff to support the college's marketing objectives in various formats, including print and digital, for all college audiences.
- Participate and serve on assigned, elected, or appointed committees or service roles across the Wofford community.
- Attend trainings, seminars, or conferences as required. Stay abreast current developments and trends for continued professional development.
- Perform other duties or related tasks 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 adherence to tight and established deadlines. The job requires the incumbent to work both independently as well as on diverse and dynamic teams. The need to learn quickly and thrive in a collaborative setting are a must for success in this role.

HOW TO APPLY:

For assured consideration, please provide the following four application materials as separate PDF files and email to omcwriter@wofford.edu no later than midnight, September 25, 2020. Please label the subject line OMCWriter Application.

- 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.

EEO Statement

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

Compliance with Title IX

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time using the contact information below. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX coordinator:

Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

Individuals may also inquire externally to the Department of Education at:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov
<http://www.ed.gov/ocr>