JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Writer / Editor

Job Code: 0913

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Writes and proofreads messaging for print and digital publication, to include but not limited to marketing materials, website content, news and feature articles, blog/social media posts, and press releases.

- Writes original content for print, web, and press use by creatively compiling information collected through research, interviewing, and gathering materials from the requesting party.
- Writes and distributes press releases.
- Ensures the messaging is accurate, clear, and fits within branding guidelines.
- Conducts interviews, collects data, and information needed to accurately and credibly craft marketing messages. Designs print and web projects.
- Edits, posts, and updates content on blog and web sites.
- Shoots or edits photo or video content for use with marketing projects.
- Works with requesting parties to ensure understanding of project needs and gather a sense of the target audience.
- Attends meetings and makes presentations.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in English, Journalism, Communications, or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months related experience.

Experience:

Required: 36 months experience in writing, editing, and print or digital publications.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent written and verbal skills
- Proficient in copy writing, editing, proofreading and composition
- Knowledge of the different media sites or sources.
- Ability to be organized and meet deadlines in a timely manner.
- Interpersonal skills

Working Conditions

Physical:
Must be able to communicate effectively and listen. Sit for prolonged periods. Frequent keyboarding. Ability to engage in repetitive motions.

Environmental:
Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. Some travel required.

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