Recruitment #2020-7229
Senior Writer and Editor (ADMIN ANL PRN 2 TC7671)

Recruitment Number: 7229
Reports To: ADMIN ANL PRN 2
Working Title: Senior Writer and Editor
Cost Center: ENGR DO COMMUNICATIONS
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 007671
Job Location: UCI Campus - Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Appointment: Career

Position Summary:
The Samueli School of Engineering is seeking an experienced communicator with a strong background in research, writing and editing. A key member of the marketing and communications team, the Senior Writer/Editor will analyze communication needs and develop, execute and deliver compelling content across the school’s digital and print platforms. Duties include proactively identifying news and feature stories to place in strategically important communication channels, writing and editing news releases, and providing significant editorial support. Under the supervision of the Director of Communications, this position requires creating content based on an understanding of the school’s various audiences. Tasks require a strong attention to detail and ability to work under deadline.

Compensation Range:
$4,968.58 - $5,862.18

Department Website:
http://engineering.uci.edu
First Function:

WRITING/CONTENT CREATION (75%)

Identify, write and produce compelling news and feature stories, highlighting research, education and outreach activities that showcase and amplify the Samueli School of Engineering mission.

Demonstrated skill translating complex material into clear, lively, straightforward prose; demonstrated command of craft and ability to write on diverse technology topics, as demonstrated by a strong portfolio.

Contribute to planning, writing and editing for the school’s annual 60+ page dean’s report magazine, as well as department-level magazines and a research institute’s magazine.

Develop and execute content for the school’s website, including populating sections of the site, and editing and updating existing site content.

Write effective news releases, media advisories, tip sheets and announcements for school-related research, programs and awards. Coordinate with UCI’s Strategic Communications office on media coverage.

Write compelling briefs highlighting school faculty, student and alumni accomplishments for publication on Samueli School of Engineering and UCI Strategic Communication’s websites.

Strategize, plan and implement other written communication vehicles, including the School’s academic department newsletters, brochures, flyers, postcards and other marketing materials as needed.

Ability to engage and build relationships with various constituencies, including faculty, administrators, students and alumni.

Second Function:

EDITOR (20%)

Serve as the primary copy editor and proof reader for all communications copy generated by the School’s departments, units and offices, as well as other communications staff.

Execute the appropriate style usage, including adherence to the AP Style Guide and the UCI Strategic Communications style preferences.

Third Function:

OTHER DUTIES (5%)

Perform other duties as assigned, including attendance at school-sponsored and/or school-related events, sometimes after working hours, in order to report on them. Serve as back up photographer as needed.

Required:

4 years of professional writing experience with BA/BS and/or a combination of equivalent education and experience
Knowledge of principles and practices of public communications, including excellent verbal and written communication skills, superior listening skills and ability to ask the right questions.

Strong interpersonal skills are required to establish and maintain cooperative working relationships with a variety of stakeholders at all levels and diverse populations including corporate executives, alumni, faculty, staff, students and professionals from other institutions and/or professional associations.

Exceptional writing and editing skills with demonstrated success producing clear, engaging, accurate and well-structured news and feature stories for a general audience.

Demonstrated skill translating complex material into clear, lively, straightforward prose; demonstrated command of craft and ability to write on diverse technology topics, as demonstrated by a strong portfolio.

Ability to primarily focus on creating content intended to generate excitement and aid comprehension around school-based, department-level and research center activities.

Skill to proactively identify and produce content that can be used in a variety of communication channels.

Possess the ability to work creatively with visual communicators to tell stories in formats beyond the written word.

Skill of computer literacy and proficiency with software, including Microsoft Word, web content management software, social media platforms and photography software.

Ability to work independently, as well as part of a communications team. Flexible work style; able to continuously reprioritize to meet changing needs.

A proactive and positive approach to all assignments, with a proven dedication to setting and meeting the highest professional standards.

Preferred:

Experience with science and technology stories is highly desirable.

Experience working in or covering a university environment.

Experience in journalistic reporting and writing.

Awareness and interest in new platforms and technologies for the digital channel.

Familiarity with photography and video production.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.
Below are general guidelines on the position’s physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.

**Physical Requirements:**

**Bend:** Occasionally

**Squat:** Occasionally

**Crawl:** Not Applicable

**Climb:** Not Applicable

**Kneel:** Not Applicable

**Handle Objects:** Occasionally

**Push/Pull:** Occasionally

**Sit:** Frequently

**Stand:** Frequently

**Walk:** Frequently

**Use Fine Finger Movements:** Constantly

**Carry/Lift Loads up to 25 Pounds:** Occasionally

**Carry/Lift Loads up to 25-50 lbs:** Occasionally

**Carry/Lift Loads over 50 Pounds:** Not Applicable

**Read/Comprehend:** Constantly

**Write:** Constantly