Writer, Communications – Part-Time (Newark, DE)

The Office of Communications and Marketing at the University of Delaware has an open position for a Writer on the Editorial Team. This is a part-time (20-30 hours per week), non-benefited, temporary position.

The initial contract is for three months with the possibility for renewal based on available funding and job performance. Under the general supervision of the Assistant Vice President, Communications and Marketing, the Writer works closely with OCM team members to develop compelling and engaging content that showcases the University’s research, education, and strategic initiatives in order to increase its national and regional reputation, attract students, showcase UD’s impact on the state of Delaware and beyond, and engage students, faculty, staff, parents, alumni and donors. Working with the OCM team, the Writer will identify target audiences and create engaging and compelling content for print and digital platforms that encourages readers to take an appropriate action.

Responsibilities:
- Research, write, edit and produce articles for UDaily and other University communications outlets.
- Liaise with units across the university to advise and ensure messages align with the goals of UD and maintain UD’s style, tone, and voice.
- Report and escalate communications initiatives to the Assistant Vice President, Communications and Marketing as needed.
- Other duties as assigned.

Qualifications:
- Degree in communications, professional writing, marketing or related field.
- 3+ years of experience writing content for a variety of audiences.
- Knowledge of Associated Press (AP) stylebook.
- Strong interpersonal skills; able to work effectively with a range of professionals, including administration, faculty, staff, students and partners.
- Able to work independently, handle multiple tasks simultaneously and accurately, effective at setting priorities to meet competing deadlines.
- Experience working within brand standards, policies and procedures preferred.

Contact: Submit a resume, writing samples and contact information for 2 professional references to Katy O’Connell, kvo@udel.edu. Applications will be reviewed as they are received. Position open until filled.

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.