Writer – Part-Time
Hourly rate: $18.00

UD’s College of Education and Human Development (CEHD) is seeking a part-time person to provide writing support.

Under the limited direction of the Director of Communications, the Writer will identify, coordinate and compose articles for UD publications that promote the research and educational accomplishments of our faculty, staff, students and alumni and help message them out through a variety of channels.

They will also assist in the writing of content for marketing materials, helping to promote programs and services for multiple departments within our College. This includes writing copy for brochures, websites, ads and media pitches.

We are looking for a team player who is highly adept at re-purposing the content across multiple platforms. If you are a self-starter who enjoys juggling a variety of projects, this is the job for you!

Responsibilities

- Initiate, write and edit news articles about our productive and successful faculty, students and alumni. This includes technical writing that highlights research, engaging stories spotlighting our student and alumni experiences and promotional information on upcoming College events.
- Write copy for marketing materials to support the College, including event announcements, brochures, flyers, social media images, display banners and online ads.
- Provide photo and video support to accompany news articles.
- Design and write content for electronic newsletters.
- Provide support for social media posts and assist in maintaining social media calendar.
- Pitch story ideas to local media and trade publications.

Qualifications:

- Bachelor’s degree in communications, marketing, journalism, English or a related field with a solid writing portfolio.
- Able to envision, develop and deliver creative, engaging content through text, photos and video.
**Must be able to work independently and as part of a team, managing multiple assignments simultaneously, producing accurate work and meeting deadlines.**

**Effective interpersonal skills and excellent oral and written communication skills required.**

**Design experience is a plus, with the demonstrated ability to integrate content with visuals to create effective marketing materials. Knowledge of Adobe Suite, Wordpress, Constant Contact, and/or photo/video editing is especially appreciated.**

**Able to adhere to University Brand Guides as well as policies and procedures governing IT/web efforts.**

---

**Position**

- Approximately 20 hours per week, with flexible hours.
- Working remotely may be permitted, but some work on-site is expected.
- Occasional support may be requested for evening or weekend events.
- Position will report to the CEHD Dean’s office on UD campus.
- Miscellaneous wage position does not provide University benefits.

To apply, please provide resume, cover letter and writing samples to Marie Senff at senff@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.html.