Position Title: Writer/Editor
Department/Unit: University of Delaware Office of the Provost
Primary Work Location: Newark, Delaware (Telework possible)
Application Deadline: Until filled (applications reviewed upon receipt)
Pay: Commensurate with experience

Context of the Job

The University of Delaware is in the process of preparing for its accreditation review by the Middle States Commission on Higher Education. UD seeks applicants for a part-time/freelance writer to aid in the editing and writing of the final report of the University’s Self Study Report and Evidence Inventory. The individual will consolidate reports and materials that have been developed by the Self Study Executive Committee and each of seven Working Groups into a final self-study document.

Responsibilities

- Collaborate with UD’s Middle States Self Study Executive Committee and Working Groups to collect and organize information to be compiled into a final self-study report. Analyze submissions from working groups to create a synthesis across our operations to report on the University.
- Verify full reporting across seven accreditation standards. Make additional requests for submissions from stakeholders based on gaps exposed by analyses.
- Manage the organization of all related documents with assistance from staff in UD’s Center for the Teaching and Assessment of Learning.
- Manage revision process with a wide group of stakeholders. Finalize document for submission to the executive committee. Final report will be a maximum of 100 single spaced pages of prose and additional pages of prose, tables, charts, etc.
- Create visually pleasing presentations for use by Middle States Self Study Committee for presentations to faculty, staff, alumni, and stakeholders.

Minimum Qualifications

- Bachelor’s degree, master’s preferred and a minimum of three years experience in relevant higher education and/or report writing.
- Must be a talented and experienced writer and editor with a knowledge of higher education and professional expertise in accreditation processes. Experience with the Middle States Accreditation process is a plus.
- Excellent skills in communication, writing and editing required.
● Ability to meet deadlines.
● Excellent judgement and ability to work independently as well as with senior university administration.

Position Details
● This is a part time position that does not provide University of Delaware benefits.
● Schedule will vary depending on the schedule of the working groups and steering committee. Usual hours of operation are between 8am and 5pm, with no more than 29 hours per week.
● Position will be required to attend meetings on the University’s main campus in Newark, Delaware. Telework is a possibility depending on meetings and in-person commitments.
● Compensation commensurate with experience.

To apply, please send cover letter, resume and writing samples Katy O’Connell, Director of College Communications (kvo@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.