

**Content Writer**  
**University of San Francisco**

Direct Link: <https://www.AcademicKeys.com/r?job=120723>

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<b>Job Title</b>	Content Writer
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Mar. 7, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Communications/Public Relations
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<b>Apply By Email</b>	
<b>Job Description</b>	

Content Writer

University of San Francisco

R0000784

USF Hilltop Campus

Job Title:

Content Writer

Job Summary:

The University of San Francisco (USF) seeks an experienced, versatile Content Writer to create

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original work for a spectrum of content needs, including news articles, features, profiles, and Q&As, while ensuring alignment with USF's overarching brand. Reporting to the Assistant Vice President for Content Management and working collaboratively with a team of writers, editors, designers, web developers, and multimedia storytellers in the Office of Marketing Communications, the Content Writer will play an important role in enhancing the visibility and reputation of the University.

### Full Job Description: RESPONSIBILITIES

Write copy for a range of materials - from homepage news articles to magazine feature stories- for a variety of audiences, including alumni, prospective students, and donors.

Research and write news and feature articles for University print and online publications, including the alumni magazine and USF News. Includes conducting interviews with subjects in person, by phone, or email.

Edit work of other members of the writing team, including in-house writers, freelancers, and student interns.

Network with university leadership, faculty, staff, students, and alumni to identify story opportunities that support the university brand identity.

Collaborate in conceptualizing promotional materials for print and online media.

Copy edits print and electronic materials produced by the Office of Marketing Communications, and provides editing and style advice to college clients as appropriate.

Performs other duties as assigned.

Occasional night and weekend work required.

### MINIMUM REQUIREMENTS

Understanding and appreciation of USF's mission and values.

Bachelor's degree.

Five years of writing experience in journalism

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Excellent written and oral communications skills.

Proven record of writing successful news and feature copy.

Solid experience in full range of e-communications marketing tools, including social media.

Ability to perform at the highest level under tight deadlines and in a team environment.

A consistent service orientation.

Highly organized, enthusiastic and creative.

Proficiency in Microsoft Office for Mac.

Proficiency with or ability to learn project tracking software.

Familiarity with Associated Press and Chicago style guides.

Ability to collaborate with in-house and freelance designers.

**PREFERRED QUALIFICATIONS**

Master's degree in a subject matter related to position.

Proficiency in Adobe Creative Suite.

Familiarity with Drupal content management system.

Familiarity with higher education marketing.

**Required Documents:**

Cover Letter Resume Three writing samples demonstrating the breadth of writing skills required for the position.

**Full-Time/Part-Time:**

Full time

**Pay Rate:**

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### Salary

To apply, visit [url=https://apptrkr.com/1410812]https://usfca.wd5.myworkdayjobs.com/en-US/USF\_Staff/job/USF-Hilltop-Campus/Content-Writer\_R0000784.

The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit <http://www.usfca.edu>.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of San Francisco

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