

Editorial Associate, SAAP Marketing Communications and
Outreach
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=249355>

Downloaded On: Apr. 3, 2025 3:21am

Posted Nov. 21, 2024, set to expire Aug. 4, 2025

Job Title	Editorial Associate, SAAP Marketing Communications and Outreach
Department	SAAP Marketing, Communications and Outreach
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/54256
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo [School of Architecture and Planning](#) is looking for an **Editorial Associate** with an understanding of public relations, communications, and marketing. This team member will be a talented writer and excited about collaborating with architects, urban planners, alumni, and students. As part of a small team, the right fit for this role is excited to follow brand guidelines and direction from our Director of Communications to create written content for website, email, marketing collateral, and social media.

This role will be expected to:

- Manage content pitches; proactively planning for content based on cycles.
- Identify students, faculty, alumni, etc. for potential profiles or articles to develop content.
- Conduct research and interviews if needed.
- Content can include project news, press releases, media advisories, award announcements, brochures, and stories focused on alumni, faculty, students, etc.
- Assist with publishing content to website (familiarity with Adobe CMS preferred but not required).
- Produce social media copy.
- Develop email campaign copy.
- Marketing collateral (brochures, flyers) copy.
- Utilize services of communications team staff for graphics.

This person will help raise our school's profile, create brand awareness, highlight our faculty, boast research strengths, spotlight student excellence, and help engage alumni. The ideal candidate will be responsible for managing personal workflow, remaining motivated and proactive, paying close attention to details, communicating with coworkers, and tracking their deadlines.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree or equivalent experience.



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- Experience with professional copywriting/editorial, exceptional editing skills, and a strong understanding of grammar.

Preferred Qualifications

- An understanding of SEO best practices is preferred but not required.

Contact Information

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

Contact