

STAFF WRITER

UNIVERSITY RELATIONS

Description: As a member of the University's creative services team, the staff writer is responsible for developing written content promoting news, achievements and research of Lander University's students, faculty, staff, alumni and donors for use in print and online materials.

Minimum Requirements: Bachelor's degree in journalism, mass communications or related field, with 3-5 years' experience in newswriting, public relations, or an equivalent combination of relevant education and experience. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred qualifications: Communications experience in academia. Knowledge of Adobe Creative Suite a plus. Experience with social media, familiarity with DSLR cameras and basic knowledge of photography.

Knowledge, Skills and Abilities: Must have an expert command of the English language and Associated Press style, with superb writing, interviewing and editing skills. Accuracy, punctuality, reliability and enthusiasm are required. Must be able to meet strict deadlines while handling multiple assignments. Should have comfortable familiarity with Microsoft Office suite, with knowledge of Adobe Creative Suite a plus. Familiarity with DSLR cameras and basic knowledge of photography preferred.

All applicants must provide at least three writing samples that best demonstrate your proficiency in newswriting and/or feature writing when applying to position.

Hire Range: \$35,360- \$39,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include occasional nights and weekends

Class Code: BC20 – **State Title:** Public Information Coordinator

Position #: 000000 – **Band:** 05

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

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