Position Title: Writer  
Hourly Rate: $7.75  
Department: Communications and Marketing  
Supervisor:  
Work Location: Communications and Marketing  
Account Number: 01-64645-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes □ No

Number of positions available: 2

Work Schedule
A student in this position can expect to work 2 hours per day, 10 hours per week.

The student will work ☑ Monday thru Friday ☑ Saturday ☑ Sunday ☑ any day of the week.

Hours are available during the following times of the day: all.

Department/Position Overview
The Communications and Marketing Office is charged with overseeing the college's web presence, events, media relations activities, brand, marketing outreach and communication activities targeting the campus community and surrounding region; students, employees and friends of the college; potential students; and alumni.

The Writer position is an important one to this office. Students serving in this role are asked to produce professional-grade copy, participate in creative meetings, jump in on large-scale events, and otherwise serve as a full fledged member of the college's outreach office. Ideal candidates have strong writing skills, with journalism experience considered a real plus. All members of the office work on tight deadlines, and these positions are no exception. That said, the experience gained - and opportunities offered - are intended to be exceptional. The office wants students who can take this experience and apply it both to the advancement of their studies and their careers.

More Detailed Information Available
Read more about the office and its work at https://www.beloit.edu/news/communicationsandmarketing/

Description of Duties and Tasks
☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☑ Conform to an established work schedule; reliably work set hours as assigned
☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☑ Maintain the confidentiality of departmental/employee/student information
☑ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☑ Work efficiently and accurately without immediate supervision
Serve office and college as a writer producing PRESS RELEASES highlighting college news and events, as well as a monthly email newsletter highlighting the college’s Arts & Lectures offerings

Produce copy for the internal news site, The Terrarium, as directed

Write and/or edit copy for Beloit College Magazine, as assigned

Produce Beloit.edu web content including photos, copy and other multimedia elements, as assigned

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **MS Office tools**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **strong writing skills, with journalism experience considered a real plus**
- Familiarity with video production software a plus, and may alter day to day responsibilities if the student has an interest in, and proficiency with, multimedia storytelling.