

BGSU.
Student Employment Services
318D Math Sciences Building
Phone: 419-372-2865
Fax: 419-372-0357
stuemp@bgsu.edu

This job will remain on file so that you can post the vacancy as needed. In order to hire a *new* student into this position, complete and submit a Job Posting Request form. To promote a current student employee into this position, complete and submit a Change Form.

Job Position Description

Department:

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 Dept. Name: Marketing & Communications

Job Title: Student Writer

A. Main Purpose of the job: Assist Communication Manager

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Assist with writing, proofreading, quality control and overall creative and production processes.
2. Assist with publications, marketing collateral, videos, events, web and new media content.
- 3.
- 4.
- 5.

C. Additional duties (tasks performed occasionally):

1. As assigned, help staff with job production processes, event planning, short-term projects, etc.
- 2.
- 3.

D. Basic Qualifications:

1. Proficient writer with excellent grammar, spelling and punctuation.
2. Strong detail orientation for proofreading and comprehensive quality control.
3. Project management skills: able to help set up and track active jobs through completion.
4. Familiarity with AP Stylebook is beneficial but not necessary.

E. Additional Information:

- 1.
- 2.
- 3.

Date: 5/13/15 Hourly Wage: \$ 10.00 or Contract \$ _____

Authorized by: Colleen Yarger Check one: New Revised

Signature: _____

Office Use Only

Date Processed:

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Job Code:

S					
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Hire Code:

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Student Employment Services Use						
Hire Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Posting Date:	<input type="text"/>					
Expire Date:	<input type="text"/>					

Job Posting Request Form

In order to post a job, a job description must be on file in Student Employment Services. All job vacancies must be posted for a minimum of two business days, and will be available to students for 60 days unless otherwise requested by the employer. Please refer to your Job Index Listing for accurate titles, codes, and wage rates. See the 2nd page of this form for information and instructions about the job posting process.

Department:

5	0	7	0	0	0
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 Job Code:

S	5	1	0	0	0
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Dept. Name: Marketing & Communications

Address: 516 Administration Building

Contact: Pete Fairbairn Telephone: 419-372-2717

Job Title (from Job Index Listing): Student Writer

Description of Job Duties (complete only if different from the job description on file):
Assist communication manager for Intercollegiate Athletics; the College of Technology, Architecture and Applied Engineering; and other academic areas.

Skills and Abilities Desired (complete only if different from the job description skills and abilities on file):
Able to shift from a more creative style for feature magazine articles to the highly organized presentation of information. Flexibility key as the office handles a broad range of marketing communication needs across diverse disciplines serving a number of key stakeholders and audiences.

Number of Vacancies: one

Work Schedule:

Work Begin Date: May 26, 2015

Number of hours/week: 20 - 25
 (Total or range, e.g. 12 - 15)

Inquiries should be made:

- By telephone
- In person
- By email to: pfairba@bgsu.edu

Required days/times: negotiable

Wage/Salary Information:

- Regular Employment
- Federal Work Study
- Either FWS or Regular

OR

- Contract (Regular Employment)

Approximate Duration of Contract:

From: To:

Pay Rate: \$ 10.00 per hour

Total Contract Amount: \$