Position Summary: Reporting to the Manager of Marketing and Communications, the Marketing Copywriter/Editor develops both written and electronic messaging and communications to effectively describe and promote the Columbus School of Law and its programs to key constituencies through an array of mediums. These constituency groups include prospective and current students, alumni and friends, faculty and staff, mainstream and legal media, the legal education establishment, the legal profession at large, and the general public.

Essential Responsibilities Include: The incumbent will develop and produce communications, serving as an editor and lead writer for the annual CUA Lawyer, press releases, articles, e-mail blasts, website content, advertisements, project case studies, brochures, internal newsletters, video scripts, and online profiles. The position will also include conducting necessary research for the purpose of creating effective communications, working with faculty and other staff to secure other technical information, conducting interviews, developing copy, as well as fact checking, proofreading, and editing copy following a content review/approval process. Additionally, s/he will use our online web hosting, as well as social media, to post the stories which have been written.

Minimum Qualifications: A Bachelor’s Degree is required with a minimum of two (2) years of relevant marketing or public relations/communications experience. Basic HTML knowledge. Knowledge of Microsoft and Adobe Software products. Excellent written and verbal communication skills; strong interpersonal and organizational skills. Ability to motivate staff and volunteers to reach realistic goals. Strong management skills of both people and systems. Flexibility, knowledge, and interest in legal education and the Catholic intellectual tradition to facilitate understanding and communication of School’s mission. Must be computer literate and self-sufficient with basic technical operations. Experience with system operations and database management.

Must provide writing sample.

Preferred Qualifications: Knowledge of AP stylebook guidelines, and the ability to adapt to new styles a plus.

The ability to drive a vehicle on behalf of University business.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.

How to apply: forward application, resume, and cover letter (optional): CUARecruitment@cua.edu. Reference position Marketing Copywriter/Editor in subject line of email. Applications close on 9/30/15.