Senior Writer/Editor (full-time, 35 hours/week)  
Marketing and Communications  
Position 101653

**Position Summary:** The Editor/Supporting Writer is responsible for copy editing and proofreading digital and print content that is produced by the University. S/he is responsible for ensuring accuracy and quality in the text. In addition, s/he supports writing of *CUA magazine stories*, annual report, and content for the University Fact book.

**Essential Responsibilities Include:** Write copy for digital and print publications. Serve as the University’s main editor of all print and digital publications. Edits and proofreads materials as assigned, ensuring consistency with Associated Press, Chicago, and Catholic University style guidelines. Performs research of source materials to obtain and verify facts; analyzes sources for accuracy of information and most effective approach to materials/articles. Support writing of the *CUA Magazine* stories, annual report, and content for the University Fact book. Assist other Marketing and Communications departmental writers with overflow work. Maintain accurate files of completed and in-progress work.

**Minimum Qualifications:** A Bachelor’s Degree in Writing, Journalism, English, or equivalent work experiences, and five (5) years writing and copy editing experience. Excellent samples of work. Knowledge of AP and Chicago style. Basic knowledge of production, QuarkXpress or other graphic layout program, and Microsoft Word.

**How to apply:** forward resume, cover letter, writing sample and salary requirements (salary expectations and writing sample are considered part of application process): CUARecruitment@cua.edu. Reference position 101653 in subject line of email. This position is open until filled.

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