ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: 
Assistant Editor, Marketing and Communications
DEPARTMENT: 
Development and University Relations, Lincoln Center

RESPONSIBILITIES:

- Position reports to the editorial director and collaborates with project managers, graphic designers, editors, and the social media manager in the Office of Marketing and Communications to support clients throughout the University.
- Edits, copyedits, fact-checks, proofreads, and helps conceive hundreds of marketing and fundraising projects each year, including but not limited to web copy, emails, e-newsletters, print and digital ad campaigns, event programs, brochures, posters, and postcards.
- Works with the editorial team to maintain editorial standards (and a consistent editorial style) for all Fordham University marketing projects.
- Copyedits listings for online events calendar.
- Develops, writes, and posts alumni news items, alumni profiles, and other stories for the University’s news site, print and online editions of FORDHAM magazine, and other print- and web-based marketing and recruitment materials.
- Identifies potential Fordham alumni news and feature stories.
- Supports the news and media relations team in crisis communications and publicity efforts, when necessary.
- Some night and weekend work are required.
- The position is based at Fordham’s Manhattan campus (45 Columbus Avenue) but requires regular intercampus travel.

QUALIFICATIONS:

- Candidates must have a bachelor’s degree.
- At least three years’ experience editing and writing in a publishing, marketing, or agency environment (clips/links required).
- Excellent writing, editing, and proofreading skills, including the ability to work within and maintain an established editorial style.
- A proven ability to create a wide variety of compelling written materials on diverse subjects in various media for diverse audiences.
- Strong interpersonal skills, including the tact and diplomacy to deal with a wide variety of colleagues and clients.
- An ability to meet deadlines while managing a variety of assignments concurrently.
- A highly developed sense of curiosity and an ability to excel independently and in a team environment.
- Knowledge of SEO and familiarity with AP style, social media platforms, InDesign, Photoshop, WordPress, and content management systems.
- Familiarity with Jesuit education and issues in higher education is a plus.

SALARY: Commensurate with Experience
START DATE: As soon as possible

Submit letter, resume, and clips to:
Editorial Director, Marketing and Communications
Fordham University
Joseph A. Martino Hall
45 Columbus Avenue, 8th Floor
New York, NY 10019
fordhammag@fordham.edu
No candidate will be considered without clips

NO PHONE CALLS, PLEASE.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.