ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Staff Writer/Assistant Editor

DEPARTMENT: Development & University Relations, Lincoln Center

Joint position reporting to the Director of Communications/Editor, Fordham News, and the Senior Editorial Director.

RESPONSIBILITIES:
- Edit, copy edit, proofread, help conceive, and write copy for a wide variety of University marketing projects including: event notices/invitations, e-newsletters, print and digital ad campaigns, enrollment materials, and web copy.
- Report, write, photograph, and record video of news and events at Fordham University’s campuses for the following outlets:
  - News.fordham.edu
  - All social media platforms
  - Alumni magazine
- Cultivate relationships with faculty members, administrators, and student groups
- Develop a working knowledge of the various academic departments and centers.
- Help cover news beats within the University.
- Identify potential Fordham News and alumni magazine story ideas.
- Participate in crisis communications and publicity efforts.
- Evening and some weekend work is required, as University events sometimes take place outside normal work hours.
- The position is based at Fordham’s Lincoln Center campus but requires frequent intercampus travel.

QUALIFICATIONS:
- A Bachelor’s Degree in Journalism or Communications.
- Minimum two years’ experience in reporting and writing for publications.
- Strong writing skills.
- A working knowledge of Associated Press style, accuracy, the ability to meet deadlines, and an ear for language.
- Good copy-editing skills.
- Good judgment and good news judgment.
- Familiarity with SLR cameras and digital video recorders is a plus.
- Familiarity with social media and knowledge of SEO.
- Familiarity with issues in higher education is a plus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER, RESUME, & 5 BEST CLIPS TO: Nicole LaRosa
Director of Communications
nlarosa3@fordham.edu

*No Candidate will be considered without clips.
Phone calls and contacts via LinkedIn and other social media will disqualify candidates.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories