ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Editor

DEPARTMENT: University Marketing and Communications  
Rose Hill and Lincoln Center

(Will commence remotely)

RESPONSIBILITIES:

• Help conceive, edit, copy edit, fact check, proofread, and write copy for a wide variety of University marketing projects, particularly related to enrollment and University fundraising efforts, including brochures, postcards, social media campaigns, solicitations, event notices/invitations, e-newsletters, print and digital ad campaigns, and web copy.
• Interview students, faculty, and alumni; cover select news events; and write stories for the print and online editions of Fordham Magazine, the Fordham Alumni Insider’s Guide (monthly email from the Office of Alumni Relations), and news.fordham.edu. Identify potential story ideas as a member of the Fordham Magazine editorial team.
• Cultivate relationships with administrators, faculty members, and student groups, and develop a working knowledge of the various academic departments, particularly on the undergraduate level.
• Participate in crisis communications and publicity efforts. Some evening/weekend work may be required, as University events sometimes take place outside normal work hours.

QUALIFICATIONS:

• Bachelor’s Degree preferred.
  or in lieu of the degree High School (or equivalent) Diploma required and a minimum of four years’ experience in a related field
• Minimum five years’ experience in writing for publication or in an agency environment
• Strong writing, editing, and proofreading skills
• A commitment to accuracy and the ability to meet deadlines
• Good judgment and interpersonal skills, including a sense of tact and diplomacy
• A highly developed sense of curiosity and an ability to excel independently and in a team environment
• Facility with social media; knowledge of SEO; and familiarity with Associated Press style, Photoshop, WordPress, and content management systems
• Facility with SLR cameras and digital video recorders is a plus
• Familiarity with issues in higher education is a plus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: July 1, 2020

SEND LETTER, RESUME, & 5 BEST CLIPS* TO:  
Ryan Stellabotte  
Senior Editorial Director  
fordhammag@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