

Sul Ross State University
Position Description

Official Title: News Writer

Salary Group: 9

Job Code: 3332

Summary

Function: News writer position in department of News and Information.

Scope: To write news and feature stories about Sul Ross State University students, faculty, staff programs and events for publication in various media outlets.

Duties

Essential: Prompt completion of news and feature stories and/or photography assignments about Sul Ross State University to meet weekly deadlines for a wide range of news media. Photography skills preferred. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to Director of News and Information

Given:

Education

Required: Bachelor's Degree in Journalism, mass communications or related field.

Preferred: Master's degree in communication, journalism or related field.

Experience

Required: Three to five years experience in news media or public relations fields. (Writing samples, references required.)

Preferred:

Equipment/Skills

Required: Word processing (computer); ability to e-mail photographs and stories to news outlets; proficiency in using Fax machine; good grammatical skills; good interviewing and interpersonal communication skills; must be able to meet deadlines.

Preferred: Photography skills

Working Conditions

Usual: Standard hours. Position is Security Sensitive.

Special: Occasional evenings or weekends.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2007