Staff Writer

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Professional and Managerial Group

Staff Writer

Communications and Public Affairs

Hiring #: 2021-0619

Please read the Application Instructions before applying

Reporting to the Manager, External Communications, the Staff Writer is responsible for producing a high volume of high-quality written material, photos and videos for a variety of Communication & Marketing publications and functions, including the University’s news homepage, the Portico magazine, media releases, social media and the University’s intranet. The Staff Writer supports the department’s internal and external functions by generating story ideas that advance the University’s profile, and contributes to special communications projects and campus wide communications initiatives, while being sensitive to the readership needs of diverse internal and external audiences.

Responsibilities include but are not limited to:

- Write material designed to inform readers about research, events and initiatives connected to the University and that enhances the visibility and profile of the institution.
- Research and write a variety of print, digital and social media content intended for both internal and external dissemination. This will typically include news articles, expert alerts, media coverage and social media posts, news releases, feature stories, brochures, institutional reports, supplements, and briefing materials.
- Generate stories for the University’s news pages, for external media, both traditional and social, and publications such as the Portico magazine.
- Craft feature pieces and story ideas that can be developed into news releases to enhance the external profile of the University.
- Support the public affairs function of Communications & Marketing by assisting with special events (e.g. government events, visits from high-profile stakeholders, etc.) and contributing to a variety of communications projects.
- Be knowledgeable about current affairs and the operations of media organizations locally, nationally and internationally, and use this knowledge to initiate and develop content that is engaging to media and ties in with the news cycle.

Requirements of the position include:

- An undergraduate degree is required preferably in Journalism. Additional requirements include: the ability to manage multiple projects with competing deadlines; proficiency and skills in using the suite of Microsoft Office software; demonstrated skills in: problem solving; written and verbal communication; and the ability to work collaboratively as well as independently. This role may require work outside of regular hours of business.
- Excellent interpersonal skills.
- Experience with photography and photo editing, video, interviewing and reporting skills, editing skills; strong interpersonal skills; organizational and time management; problem solving, social media skills
- Ability to work in a fast paced, multi-tasking environment, with a proven ability to work effectively under pressure
- There will be an expectation that the successful candidate be able to work on site with the possibility of
some remote work.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number         390-042
Classification               P03*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 25
Closing Date: 2021 12 09


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