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| Job Title | Bilingual (Spanish/English) Copywriter/Editor |
| Pay Grade | |
| Requisition Number | 10946 |
| Department | Continuing Education |
| Hourly Pay Rate: | \$12-\$15 depending on experience |
| Tenure Track | No |
| Job Description | The bilingual editor/proofreader will ensure Spanish language publication from the Continuing Education office have a professional polish. He/she will write, translate, read and correct marketing materials including fliers, brochures, ads and other pieces as well as submitted work ensuring that spelling and grammar are correct. He/she will work under deadline pressure in the weeks before publication. The position is part-time on an "as needed" basis, but no more than 20 hours per week during deadline weeks. |
| Minimum Qualifications: | |
| Education: Please describe the minimum educational requirements of your job, including specific degrees of coursework requirements. | Fluent in both Spanish and English. Excellent written Spanish language spelling and grammar. |
| Experience: Please indicate the areas and amount of experience needed to meet the minimum requirements of your job. Please be specific in terms of years and months of experience required in each area. | |
| Licenses, registration, or certificates required: Please list any specific credentials needed to meet the minimum requirements of your position. | |
| Skills: Please list job skills that are a requirement of your position, such as personal computer skills and background in specific computer applications such as word processing, database, GroupWise, spreadsheets, etc. | Proficiency with Microsoft Office and Google Applications. Culturally sensitive, quick learner, willing to be flexible in a constantly growing environment. |
| Preferred Qualifications | English/Spanish translation experience. Experience and/or training in marketing, advertising, technical writing, public relations or other related fields. |
| Required Applicant Documents | Resume Cover Letter References |
| Optional Applicant Documents | |
| Percent of Time | Other (Please Specify Below) |

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| Number of Months | 12 |
| Notes/Instructions to Applicants | <p>To apply, complete the online application, attach a resume, cover letter, and the contact information for three references.</p> <p>Please submit samples of translation work if available.</p> <p>If you are hired, please keep in mind that you will need to complete the appropriate Payroll and HR documents prior to beginning work.</p> <p>The screening of applicants will begin immediately.</p> <p>Due to the Affordable Care Act (ACA), individuals who have worked in a salaried capacity for Weber State University are ineligible to be hired as an hourly or adjunct employee at Weber State for six months.</p> <p>WSU is an EOE/Minorities/Females/Vet/Disability employer.</p> |
| Job Open Date | 07-26-2017 |
| Job Close Date | 08-26-2017 |
| Quick Link | jobs.weber.edu/applicants/Central?quickFind=62642 |