

Job Title	Copywriter - Continuing Education Marketing
Pay Grade	
Requisition Number	10945
Department	Continuing Education
Hourly Pay Rate:	\$10-\$11 depending on experience
Tenure Track	No
Job Description	<p>Write and/or edit marketing copy for Continuing Education credit and non-credit program promotional materials including fliers, posters, brochures, rack cards, Web sites, digital advertising and other marketing pieces as needed.</p> <p>Work closely with graphic design and Web programming team members to create and edit copy.</p> <p>This position is 50/50 eligible, student must be enrolled full-time and have at least a 2.0 GPA in order to qualify.</p>
<b>Minimum Qualifications:</b>	
<b>Education:</b> Please describe the minimum educational requirements of your job, including specific degrees of coursework requirements.	Junior or senior level students in Marketing, Communication, Professional Sales, Technical Writing or other marketing/advertising related degree program.
<b>Experience:</b> 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.	Completion of at least one marketing and advertising copy writing course or at least one year experience writing marketing copy in a business or educational setting.
<b>Licenses, registration, or certificates required:</b> Please list any specific credentials needed to meet the minimum requirements of your position.	
<b>Skills:</b> 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.	Excellent written communication skills, proficient in Microsoft Office Word and other MS Office Suite programs.
Preferred Qualifications	<p>Experience writing marketing copy for advertising materials and other information pieces.</p> <p>Experience writing for the Web.</p> <p>Experience in higher education marketing.</p>

Required Applicant Documents	Resume Cover Letter References
Optional Applicant Documents	
Percent of Time	50
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>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> <p>This position is 50/50 eligible, student must be enrolled full-time and have at least a 2.0 GPA in order to qualify.</p>
Job Open Date	07-26-2017
Job Close Date	08-26-2017
Quick Link	<a href="http://jobs.weber.edu/applicants/Central?quickFind=62638">jobs.weber.edu/applicants/Central?quickFind=62638</a>