

The University of Montana Western

Position: EDITORIAL ASSISTANT
12-month classified position
Department: Marketing and University Relations
Starting Salary: \$10.970–\$13.164 per hour, full benefit package
Union Affiliation: MPEA

Description:

Provide copywriting, proofing and editorial services in support of the university's public relations efforts. Lead the content development process for university websites. Manage the department's Cision media contact database. Develop a proactive news gathering organization across campus. Provide information to major social networking channels including Facebook, Twitter, MySpace and LinkedIn. Assist in maintaining the university's brand. This position reports to the director of marketing and university relations.

Requirements:

Bachelor's degree in journalism, English or a related area required. Journalistic experience preferred. Demonstrated writing and editing skills. Working knowledge of journalism and/or public relations. Familiar with writing web content and social networking sites.

Qualifications:

Ability to work effectively under deadline pressure, interruptions and frequently heavy workload. Organizational skills to prioritize work and complete assignments in an accurate and timely manner. Effective communication skills, verbal and written, with the ability to relay information in a clear and concise manner. Ability to effectively and tactfully interact with diverse groups of people and co-workers. Work effectively as a team member.

Application Procedures:

To be considered for this position, please submit the following by July 9, 2009.

1. Letter of Application stating reasons for interest in the position, addressing the desired qualifications.
2. Submit four samples of your work.
3. Completed and signed State of Montana Application for Employment (PD-25)
4. Names, address and telephone numbers of three references to:

Shelly Kessel, Assistant to the Chancellor
The University of Montana Western
Campus Box 119
710 South Atlantic St.
Dillon, Mont. 59725

Review of applications will begin on July 10, 2009. Anticipated start date is Aug. 1, 2009.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, Vietnam era veterans and persons with disabilities. Position eligible for veterans' preference in accordance with State law. Finalists for this position will be subject to a criminal background investigation. This position announcement can be made available in alternative formats upon request.