Job Vacancy: Graduate Student Writer/Editor

Academic Operations/Academic Affairs

Bowling Green State University

301 McFall Center

Start Date: Immediately
Schedule: 20 hours per week, Monday-Friday between 8am and 5pm, possibility of working flexible hours and/or remotely
Wage: $12-$15 per hour, based on experience and skills

Summary of work: Support the work of Academic Operations/Academic Affairs by creating, editing, updating documents, forms, online copy/websites, reports, and presentations; and on occasion, providing administrative support.

Primary responsibilities and key duties of the job (tasks performed regularly) include:
• Research best practices, college and university websites, databases, and other resources
• Develop/edit web content, forms, procedures, documents, and presentations
• Establish and maintain SharePoint site for document management and project tracking
• Review BGSU web pages for consistency/accuracy of message, usability, content, and user satisfaction

Additional duties (tasks performed occasionally) include:
• Format/edit/update existing documents
• Attend/participate in project and related meetings
• Complete ad hoc projects for other departments within Academic Affairs, as needed

Basic qualifications:
• Bachelor’s degree in English, Communications, Creative Writing, closely related field, or work toward graduate certificate in Scientific and Technical Communication required
• Excellent grammar, proofreading, and editing skills
• Ability to conduct interviews independently, compile notes, and produce summaries
• Ability to work independently and manage multiple projects
• Experience using HTML and Adobe CMS a plus
• Must be enrolled for at least 4 graduate credit hours during Fall and Spring semesters.

Additional information:
• May occasionally assist with administrative support duties.
• Must maintain confidentiality of information, documents, discussions, and materials.
• Will need to attend University-sponsored training for SharePoint, Adobe CMS and other BGSU systems.

Application information
• To apply, send short cover letter and resume to Michelle Simmons, Assistant Vice President for Academic Operations, msimmon@bgsu.edu.
• If selected for an interview, applicant will be asked to provide writing/editing samples and two professional references.
• Questions regarding the position should be made by email to msimmon@bgsu.edu.