



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 9/12/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Senior Writer/Editor (Office of College Communications and Marketing)  
Status: Full-time, Non-Standard 35-hour work week; evening and weekend hours required  
Grade: 11  
Union Affiliation: PSA@RIC (Professional Staff Association @Rhode Island College)  
Reports To: Director of Communications and Marketing

**PRIMARY PURPOSE:**

The writer/editor will work as part of the college's editorial team to curate, write, edit and distribute stories and other content that showcases and promotes Rhode Island College. This writer/editor will place a special focus on content that highlights the college's Latinx and Hispanic communities, including students, faculty, staff and alumni. This position will require writing stories that will be originally published in English, then translating them and distributing them to Spanish-language media outlets.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Write, edit, and proofread news and feature stories and other content for online news, weekly/daily newsletters, Alumni Magazine, and other college publications.
- Develop relationships with Spanish-language media outlets and reporters to secure editorial placements that represent the college.
- Write Spanish-language news releases, media advisories, social media promotions and print and online materials as needed. Assist in the release of information to internal and external media sources.
- Prepare, write, and promote informative Spanish-language material, including social media, for distribution to the campus community.
- Translate press releases, campus announcements, email messages and other written materials from English to Spanish for distribution to the campus community and/or Spanish-language media.
- Confer regularly with campus community to determine possible story ideas for campus newspaper/ publications and external media sources.
- Coordinate writing assignments with college photographer to obtain accompanying photos.
- Serve as backup photographer in the absence of college photographer.
- Function as a reporter conducting interviews and attending events to promote the college.
- Prepare and write informative material for distribution to the campus community.
- Work with the Assistant Director of Communications to establish and maintain media contacts and assist with the promotion of the college and its activities and events.

Occasional Job Functions:

- Write/translate advertising and promotional copy as needed.
- Write/translate radio and TV commercial copy as needed.

- Assist in production of print and online materials.
- Participate in media-related events on and off campus as required.
- Perform other duties and responsibilities as assigned by Assistant Director of Communications and Marketing.

### **REQUIRED QUALIFICATION STANDARDS:**

#### Education:

Bachelor's degree in English, Spanish, journalism, communications or related field.

#### Experience:

At least three years of experience in news, public relations, or communications.

#### Skills, Knowledge and Abilities:

- Bilingual in English / Spanish (fluent in speaking and writing).
- Proven news writing, copy editing and proofreading abilities.
- Ability to communicate effectively, verbally and in writing in both English and Spanish.
- Strong interpersonal skills.
- Excellent writing, editing and proofreading skills.
- Proven ability to produce news releases, media advisories and other content using traditional, social, and online media.
- Proven ability to work under pressure and to meet established deadlines.
- Proficiency in using computer software such as Microsoft Office.

### **PREFERRED:**

- Master's or other advanced degree.
- Knowledge of and relationships with Spanish-language media in southern New England.
- Proven ability to secure editorial placements in Spanish-language media.
- Public relations abilities.

### **ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*