

## Job Description

<b>Job Title:</b>	Communications Publications Writer
<b>Job ID:</b>	16974
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Communications Department at Hostos Community College is responsible for producing and editing written communications, including press releases, newsletters, statements, talking points, opinion pieces, and a variety of college publications.

The Department collaborates closely with the President and the Executive Cabinet to document and share information with the community. It plays an integral role in the College's relationships with community leaders and organizations, local, state and federal political leadership, and key CUNY administrative departments. The Department works closely with these partners to stay current on strategic priorities, issues and policies. The Department manages the College's web news pages; may advise faculty and staff on responding to media interview requests; and helps publicize and promote activities and initiatives that support recruitment, institutional branding, fundraising and marketing.

The Communications Department seeks applications for a Communications Writer. Reporting directly to the Communications Publications Editorial Manager, the successful candidate will be responsible for the following:

- Supports the objectives of the Communications and Development Departments.
- Assists with the development and implementation of strategic communications and media relations programs.
- Edits and writes communications materials, including newsletters, press releases, statements, talking points and opinion pieces.
- Supports the development staff in the preparation of proposals, reports, gift agreements, letters and other fundraising materials.
- Assists in the coordination of fundraising and alumni events as needed.
- Researches funding opportunities via online database searches.
- Drafts letters and/or memos for the Vice President and responds to inquiries on her behalf.

### QUALIFICATIONS

- Bachelor's Degree required
- Availability to work evening and weekend hours
- Bilingual skills preferred

### CUNY TITLE OVERVIEW

Writes and prepares written material on a variety of topics such as students, alumni, faculty, campus facilities, academic programs, and/or events.

- Researches and writes news releases, brochures, profiles, announcements, e-news stories and other materials as needed
- Reviews and proofreads drafts prepared by other staff
- Produces material to be used in a number of formats such as print, web sites, and presentations
- Adheres to journalistic standards for fact-finding, research, verification, and style
- May work with other professionals in admissions, marketing, public relations, development, or academic affairs to write brochures or marketing materials
- Performs related duties as assigned.

Job Title Name: Communications Publications Writer

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

\$48,210 - \$55,837; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and following the next steps: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three professional references.

**CLOSING DATE**

Open until filled with review of applications to begin July 26, 2017.

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.