

# University of Houston – Clear Lake

## Position Description

Job Title: **Marketing Copywriter**

Job Code: **3139**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

#### REQUIRED

#### PREFERRED

	REQUIRED	PREFERRED
Education	Bachelors degree in a related field.	
Experience	One to two years experience in a related field.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

Writes and edits various marketing communications materials including correspondence, brochures and web pages for the Division of Enrollment Management for the purpose of communicating university messages to a wide variety of audiences such as prospective students and admitted students and their families, current students, high school guidance counselors, community college counselors and others. Fact-checks, grammar-checks, and proofreads communications developed by others in the division. Oversees the university catalog process.

#### Duties and responsibilities

#### % Time

Writes and edits various communications materials for the Division of Enrollment Management with the purpose of communicating university messages for marketing over a variety of media and correspondence and for audiences.	45
Fact-checking, grammar-checking and proofreading of the main communications for the Division of Enrollment Management.	45
Manages the university catalog process working alongside the various departments and schools.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*