

University of Houston – Clear Lake

Position Description

Job Title: **Staff Writer**

Job Code: **3234**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Two years college education in Communications, Journalism or related field.	
Experience	One year experience researching and writing copy for news releases and/or publications. Proficient in word processing and Web browsing software on a PC.	
License/Certification		

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

POSITION SUMMARY

The Staff Writer researches, writes and formats copy for media relations, publications and other communications projects; shoots photographs; and performs other duties as assigned.

Duties and responsibilities	% Time
Support media relations programs by researching, writing and formatting press releases such as university event announcements, weekly news briefs and monthly calendars.	70
Support publications programs by researching, writing and formatting copy such as short news stories, calendar/events announcements and faculty/staff/alumni recognition items.	20
Shoot photographs, support other communications projects, and perform other duties as assigned.	10

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