

University of Houston – Clear Lake

Position Description

Job Title: **Editorial Assistant**

Job Code: **5124**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associates Degree in Journalism, Communications or related field.	
Experience	Three years journalism experience or equivalent combination of education and recent related experience.	Relevant experience in a higher education environment and/or established working relationships/contacts in the local media community.
License/Certification		

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

POSITION SUMMARY

Primary responsibility is to assist the school in collecting ideas and materials for publication, researching and interviewing faculty and staff when appropriate, preparing materials for the media and for other publications. Creating and maintaining an alumni newsletter.

Duties and responsibilities	% Time
Write PR related publications. This will involve generating and collecting ideas, conducting relevant research, and interviewing faculty and staff. Types of publications include: articles/ press releases for all major media publications, program brochures, alumni/community newsletter, web site promotional material, and other marketing initiatives.	50
Collect and maintain catalog of special interests and/or areas of expertise of the department. Be established point of contact with department employees.	30
Develop relationships with media contacts. Develop and implement a network strategy. Work closely with university communications staff to coordinate efforts.	20

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