Department: University Communications

Job Title: Student Writer

Job Description/Duties

Under the direction and supervision of St. Lawrence University’s Director of Media Relations, the Student Writer will support and promote a positive image of the University by writing a variety of news and feature articles that will be posted on the University’s news site and sent to local and regional news outlets as press releases.

The student writer, who should have a desire to tell a variety of stories and a have a basic understanding of how to write a press release, will learn to and assist with the following: write content specific to the digital publication; post content to a website; coordinate efforts with the photography and social media teams; assist with Merit achievements/hometown news releases; and, use web-based analytics to track and maximize results. The Student Writer may be asked to assist with other University Communication activities on campus; attend evening events; interface with news media; and, edit copy when necessary.

Special Skills Needed: The student worker will have:

- Taken at least one course in the following: news writing, feature writing, journalism, communication studies, other designated writing course;
- Strong written and verbal communication skills;
- Attention to detail;
- Ability to schedule up to 8 hours to work in University Communications;
- Willingness to work in fast-paced environment and adoptable to changing priorities
- Confidence to interview students, faculty, staff and alumni;
- A general interest in journalism, communications, public relations, marketing, or science writing.

This position is best suited for the St. Lawrence University student who already has strong written communication skills and who is interested in pursuing a career in journalism, public relations, science writing, or other writing-intensive profession.

NOTE: Students with a comprehensive background in mathematics or the natural sciences who also possess strong written communication skills are strongly encouraged to apply!

Anticipated Start Date: Fall 2016

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