



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Writer/Editor
Department:	Marketing, Design and Public Relations
Hourly Rate:	\$13.00
Posting Date:	July 15, 2019
Work Hours:	15 – 20 hours per week; shifts based on operational need of the organization

Position Description:

Under general supervision from the Communications, Social Media and External Relations Coordinator, the Writer/Editor performs routine and non-routine tasks in support of Associated Students, Incorporated's (ASI's) dynamic communications and marketing team. The Writer/Editor provides content for various materials including the ASI website, various marketing mediums, stories for ASI publications and media releases.

Essential Duties:

- Reads, proofs and edits to detect errors/style discrepancies in written communication, pre-press projects such as press releases, flyers, brochures, articles, annual reports, external client projects and other publications
- Writes copy for the following: social media sites, campaigns, press releases, flyers, brochures, articles, annual reports, external client projects and other publications
- Maintains various social media platforms and contributes to the growth of each site
- Records and tracks measurable outcomes of social sites
- Reports information provided by specific ASI departments and the campus community
- Markets various services, programs and events through the Campus Crop and social media outlets
- Ensures that changes/revisions are properly annotated, and that typeset material is correct
- Performs fact checking duties
- Formulates and writes articles that cover marketing events
- Contributes story ideas and conducts interviews
- Assists in compiling local media coverage report and media clips
- Assists in the development and administration of the campaign strategy
- Provides administrative support
- Performs other duties as assigned

Qualifications:

- Experience in promotions and/or public relations, preferred
- Experience with AP Style writing
- Proficiency in Microsoft Office Suite, Facebook, Twitter, Instagram, Hootsuite
- Self-motivated with strong organization and critical thinking skills
- Demonstrated creative ability
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use
- Desire to learn about marketing, advertising and corporate communications
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain professional work conduct
- Ability to make independent decisions and make recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to manage time in a demanding, deadline-driven environment
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Demonstrated ability to work with a diverse student population and campus community

Employment Eligibility:

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at <http://asi.cpp.edu/employment-opportunities/>.

Work Environment:

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

Mandated Reporting Requirement:

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

System-wide Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

About the Associated Students Incorporated:

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

ASI is an Equal Opportunity Employer