UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Writer

DIVISION: Academic Affairs (College of Engineering – Dean's Office)

REPORTS TO: Lead Information Technologist

GRADE: 10

SUPERVISES: Support staff

BASIC FUNCTION:

Research, write and produce publications and Web pages on activities being conducted by the College of Engineering (COE), using design, layout, and information technology skills. Create and maintain online educational, research, and outreach content for the COE Website. Design, write and produce printed materials. Provide general technical consultation to the College departments on Web page and document design and layout, and on information technology software. While the position reports directly to Engineering, it also maintains a functional reporting relationship to the University's Director of Communications and Marketing to ensure integration with the institution's overall communications and branding messages and efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Write and edit news and features articles and press releases as assigned.

Assist the Dean and Dean's Office staff in the writing and production of publications.

Produce graphics, logos, forms, databases, searches, Web pages, and Website design for use on the Internet.

Maintain and enhance COE Website content and design.

Develop and maintain online databases to permit user responses to COE requests for information, and to provide searchable access to COE databases, including engineering expertise index.

Advise the Dean on job-related products, services, and computer equipment, including digital and video equipment used to produce interactive Web presentations.

Attend COE events and activities to gather information for outreach content.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain a high level of understanding and skill in emerging areas of media technology.

Cultivate, maintain, and expand correspondence and contact with print, broadcast, and Web media.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, database management systems and related software. Adobe InDesign, Adobe Photoshop, Adobe Illustrator, MS Office Suite, MS Access, Dreamweaver.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in technical writing, journalism or communications; Minimum of three years' employment experience in communications; Demonstrated editorial and design experience; Demonstrated writing experience; Demonstrated experience producing print and online materials; Demonstrated computer experience with Windows or Mac OS; Demonstrated familiarity with servers running Windows NT or UNIX; Demonstrated experience with publishing software (such as Adobe InDesign, Adobe Photoshop and/or Adobe Illustrator); Demonstrated experience with MS Office Suite, Dreamweaver, and/or HTML coding; Demonstrated experience with Web-based forms design, MS Access and/or other database management systems; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated familiarity with Javascript, CGI, and UNIX/PEARL/C client-server applications; and, Demonstrated working knowledge of photography and videography (film and digital.)

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.