Communications Specialist
40912BR
Campus: Tempe

Job Description
Knowledge Enterprise Development (KED) is seeking a creative and versatile writer who loves to learn about new discoveries, inventions and ideas. KED advances research, innovation, strategic partnerships, entrepreneurship and international development at Arizona State University. Our marketing and communications team promotes ASU discovery and innovation across all disciplines. The writer will cover topics that range from NASA missions to energy policy, from cybersecurity in wearable tech to consumer food choices. Our team produces print and digital communications for audiences that include community leaders, partner organizations, funding agencies, the general public, faculty, staff and students. We are looking for a writer who enjoys collaborating on a creative team, who can work quickly and juggle multiple projects, and who is meticulous about accuracy, spelling and grammar. The ideal candidate is able to convey complex information in a way that engages, informs and delights a wide variety of readers.

Salary Range
$41,760 - $57,500 per year; DOE

Close Date
19-April-2018

Category
02

Essential Duties
- Plans, develops and writes copy for print and digital communications, including feature stories, websites, newsletters, brochures, multimedia, posters, displays and more.
- Participates in strategic communications planning and brainstorming for department projects and initiatives.
- Collaborates with design, video, marketing and web development teams in producing multimedia packages and multifaceted marketing campaigns.
- Manages various editorial projects from concept to completion.
- Conducts background research and interviews faculty, students, project leads and other stakeholders to get necessary information.
- Edits and proofreads content for clarity, accuracy and ASU style.
- Updates and maintains web content.
- Assists with events as needed.
- Trains and mentors student writers.
- Stays abreast of ASU news and news related to KED’s focus areas, as well as trends in communications and marketing.
- Performs other duties as assigned.

Minimum Qualifications
Bachelor’s degree in Journalism, English, Communications, Marketing, Education or a related field AND four (4) years of related work experience in the development of comprehensive and creative communication; OR Eight (8) years of related work experience; OR Any equivalent combination of experience and or education from which comparable knowledge, skills, and abilities have been achieved. Certificates from recognized programs that verify mastery of tools and techniques relevant to the assignment may substitute for up to six (6) months of experience.

Desired Qualifications
- Evidence of effective written and oral communication skills.
- Evidence of editing and proofreading skills.
- Experience in managing multiple projects independently.
• Demonstrated knowledge of best practices of communication and marketing methods and techniques.
• Experience interviewing experts to glean key information.
• Experience in conveying complex information clearly, concisely and accurately to a lay audience.
• Experience in working in a fast-paced, deadline-driven environment.
• Experience in working collaboratively on a team and establishing and maintaining effective working relationships.
• Demonstrated knowledge of AP style.
• Experience with photography

Working Environment
• Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
• Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
• Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Regular review of completed tasks.

Department Statement
The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Please submit two (2) writing samples with the application.

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.
Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.