



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
Freelance Writer**

General Description and Responsibilities:

- Must demonstrate the ability to successfully juggle multiple writing projects simultaneously and meet multiple simultaneous overlapping deadlines and schedules as production phases of the university's magazine necessarily overlap.
- Research and write feature articles for university feature magazine, including arranging and conducting interviews and photos.
- Consults with Assistant Vice President of Public Relations and Communications on overall theme and elements of articles.
- Researches University programs for potential story ideas to generate media and public interest.
- Performs other job-related duties as assigned.

Qualifications:

- Exceptionally strong experience editing and proofing copy.
- Strong experience writing for a variety of media (web, print, e-communications, social media, video).
- Intermediate experience writing about academic/university themed topics.
- Knowledge of Associated Press Style for writing and editing.
- Two-Four years of writing and/or publishing experience.
- Excellent communication style and compelling, diverse portfolio.
- Strong writing skills which are creative, innovative, original, and well researched as well as clean, clear and grammatically correct.
- Strong marketing communication skills, with the ability to work with communication that speaks to a diverse audience.
- Ability to handle issues efficiently and professionally, while remaining sensitive to university concerns, goals and objectives.
- Ability to adapt to changing communication and media processes.

- Ability to learn and use a variety of desktop publishing tools.
- Ability to manage multiple priorities with overlapping deadlines with strong attention to detail and follow-through.
- Personal computer and basic software related skills

Salary: Commensurate with experience

Please send samples of your work.

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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