

Job Title: Writer

Organization Name: Student Affairs Marketing

Reports to: Leah Erben (Marketing Communications Coordinator) and the Editorial Project Manager (Student Lead)

Job objective: Write engaging and student-friendly newsletter content to promote campus events/resources and guide students through their college experience

Responsibilities:

- Work with Editorial Team to create content for the divisional newsletter ([DSA Laker Weekly](#))
 - Includes promotional copy, brief news stories, creative just-for-fun content, and more
- Maintain communication before, during, and after the writing process
- Submit articles and blurbs for editorial project manager review by set deadline
- Implement any feedback or edits by set deadline
- Interview students, Student Affairs departments, and campus partners for various projects
- Provide copy for print materials, publications, websites, events, and marketing materials
- Edit and rework existing copy for assorted projects
- Conduct research pertaining to specific content topics
- Assist with misc. marketing projects as needed (tabling, researching, brainstorming, etc.)

Required qualifications:

- Must be current GVSU student enrolled in at least 6 credits
- Studying writing, journalism, advertising & public relations, marketing, or related field
- Strong writing and editorial skills
- Strong organizational and time management skills
- Able to work independently and with a team
- Proficient in Microsoft Office and Google Drive
- Able to communicate with a variety of audiences and adapt to different writing styles
- Available to work **4-6 weekly hours between 8 a.m. and 6 p.m. (M-F)** during fall/winter semesters (scheduling is flexible)

Preferred qualifications:

- Involved in the campus community (outside of the classroom — student organization, affinity group, etc.)
- Graduating April 2026 or later
- Prior experience writing content for websites, blogs, newsletters, or social media
- Available to work outside normal office hours, including weekends if needed

Compensation: [Starts as a level 4A](#) (\$11.53/hour) with opportunities for merit-based increases

Description of organization: Student Affairs Marketing exists within the Division of Student Affairs (DSA) to promote events and resources to GVSU students. Through the DSA Laker Weekly Newsletter and assorted marketing projects, Student Affairs Marketing aims to help students make the most of their college experience.

How to apply: Deadlines and information about applying for this position can be found online at: gvsu.edu/promotions/apply