

Organization Name: Office of Student Life/Promotions Office
Job Title: Editorial Project Manager
Reports to: Bobby Nielsen (Marketing Manager)

**OFFICE OF
STUDENTLIFE**

Job Objective: Assists with creative development, edits content, leads and provides feedback to the writers, and manages the weekly newsletter for the Office of Student Life.

Responsibilities:

- Manages content calendar for weekly Student Life newsletter
- Works collaboratively with the digital marketing staff assistant to deliver newsletter by the deadline
- Manages and leads content writers
- Provides editorial review for all content within AP style standards
- Assists in the creative development of marketing content for the Office of Student Life
- Creates copy for Office of Student Life print materials, publications, websites, etc.
- Develops and presents training sessions for staff as needed on relevant topics
- Collaborates on special projects with the marketing project manager
- Maintains communication via email

Required qualifications:

- Must be current GVSU student enrolled in at least 6 credits
- Experience with providing editorial feedback and using AP style standards
- Strong organizational and time management skills
- Able to work independently and with a team
- Proficiency in Microsoft Office and Google Drive
- Able to effectively communicate with a variety of audiences
- Available to work up to 10-15 hours, primarily remotely for the time being, between 8 a.m.-6 p.m., Monday-Friday (possibly year-round)

Preferred qualifications:

- Active in some part of Student Life
- Available to work outside normal office hours, including weekends if needed
- Interest in creative development, marketing, and writing

Compensation: Starts as a level 4A and increases based on prior experience and time in the position. This position includes regularly scheduled weekly office hours between 8 a.m.-6 p.m.

Description of organization: The Office of Student Life strives to engage students in a variety of experiences that will offer opportunities for growth and development. Through the many programs, services, and leadership opportunities offered, students are provided with an environment to gain skills that will complement their academic programs and help prepare them for the future.

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