

**Organization Name:** Office of Student Life  
**Job Title:** Writer  
**Reports to:** Bobby Nielsen (Marketing Manager) & Editorial Project Manager

OFFICE OF  
**STUDENTLIFE**

**Job Objective:** Assist with weekly newsletters to write articles, write copy, and tell the story of life as a student while using the voice of the Office of Student Life brand.

**Responsibilities:**

- Works with editorial project manager in creating content for the weekly newsletter
- Maintains communication before, during, and after the writing process
- Submits weekly articles by the set deadline to editorial project manager
- Implements any feedback or comments by the set deadline
- Writes short success and news stories for the web
- Interviews students for various projects
- Provides copy for Office of Student Life print materials, publications, websites, etc.
- Researches article topics to grasp a thorough understanding of Student Life and other assigned topics
- Example of existing content: <https://www.gvsu.edu/studentlife/weekly>

**Required qualifications:**

- Must be current GVSU student enrolled in at least 6 credits
- Studying writing, journalism, advertising and public relations, or a related field
- Prior experience with writing for online content, blogs, newsletters, or social media
- Strong organizational and time management skills
- Able to work independently and with a team
- Proficient in Microsoft Office and Google Drive
- Able to effectively communicate with a variety of audiences
- Able to adopt different voices for articles, blurbs, and news stories
- 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:**

- Active in some part of Student Life
- Available to work outside normal office hours, including weekends if needed

**Compensation:** Starts as a level 2A and increases based on prior experience and time in the position with 4-6 hours/week. Additional hours may be available on a project-by-project basis.

**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 that helps them 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>