AUBURN
Human Resources

Communications Writer & Editor I-Ctrl

Job Description

JOB INFORMATION

Job Code	OC08A
Job Description Title	Communications Writer & Editor I-Ctrl
Pay Grade	MC07
Range Minimum	$44,710
33rd %	$52,160
Range Midpoint	$55,890
67th %	$59,610
Range Maximum	$67,060
Exemption Status	Exempt
Organizational use restricted to the following divisions	140 University Mkt & Strategic Comm
Approved Date:	2/18/2026 4:47:02 PM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Communications (Writing & Editing)

JOB SUMMARY

The Communications Writer & Editor I is responsible for writing, editing, and delivering high-impact editorial content that advances the university's strategic priorities, strengthens its national reputation, and reinforces a distinct institutional brand. This role blends storytelling excellence with strategic judgment, translating complex academic, research, and institutional initiatives into compelling narratives for broad internal and external audiences.

RESPONSIBILITIES

- Assists with the development, writing, and editing of stories and features that highlight academic excellence, research, and campus life, with guidance.
- Translates complex topics into clear, engaging narratives for internal and external audiences.
- Applies Auburn’s voice, tone, messaging, and AP Style across assigned content.
- Supports planning, production, editing, and deadlines for editorial and multimedia projects.
- Assists with pitching and placing stories using public relations and media monitoring platforms.
- Collaborates with campus partners and internal teams to gather information and develop content.
- Creates and updates web and digital content within the content management system.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Journalism, Communication, Marketing, Public Relations, or related field.	and	0 years of	experience in writing, copy editing, and/or media placement	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic writing, editing, and storytelling skills with strong editorial judgment.	
Basic knowledge of AP Style.	
Enhanced command of grammar, style, and tone, with the ability to adapt writing for different audiences.	
Ability to exercise emotional intelligence, discretion, and sound judgment in managing sensitive matters and relationships.	
Demonstrated ability to produce high-quality content for external audiences.	
Strong communication and collaboration skills.	
Ability to balance multiple stories and priorities.	
Ability to work in complex organizations with multiple stakeholders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.