AUBURN
Human Resources

Communications Writer & Editor II-Ctrl

Job Description

JOB INFORMATION

Job Code	OC08B
Job Description Title	Communications Writer & Editor II-Ctrl
Pay Grade	MC08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	140 University Mkt & Strategic Comm
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Communications Writer & Editor II 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

- Independently develops, writes, and edits compelling stories and features highlighting academic excellence, research impact, and institutional initiatives.
- Translates complex academic and institutional topics into accessible narratives for regional, national, and peer audiences.
- Shapes story framing and messaging to align with university priorities and reputational goals.
- Manages planning, production, editing, and deadlines for assigned editorial and multimedia projects.
- Pitches and places stories through public relations and media monitoring platforms, exercising editorial judgment.
- Collaborates with marketing, digital, photo, and video teams to deliver integrated, multi-channel storytelling.
- Partners across campus to identify, refine, and advance story ideas.
- Creates, updates, and maintains 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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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, Public Relations, or a related field	and	2 years of	experience in writing, copy editing, and/or media placement.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Intermediate writing, editing, and storytelling skills with strong editorial judgment.	
Intermediate knowledge of AP Style.	
Strong command of grammar, style and tone, with the ability to adapt writing for different audiences.	
Proven 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
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.