AUBURN
Human Resources

Communications Writer & Editor III-Ctrl

Job Description

JOB INFORMATION

Job Code	OC08C
Job Description Title	Communications Writer & Editor III-Ctrl
Pay Grade	MC10
Range Minimum	$58,940
33rd %	$72,700
Range Midpoint	$79,570
67th %	$86,450
Range Maximum	$100,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	140 University Mkt & Strategic Comm
Approved Date:	2/18/2026 4:47:25 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Communications Writer & Editor III 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

- Leads the development, writing, and editing of high-impact stories and features that advance the university’s strategic priorities and national reputation.
- Translates highly complex or high-profile academic, research, and institutional initiatives into compelling narratives for broad audiences.
- Sets story framing, messaging, and narrative direction to support institutional goals and brand positioning.
- Directs planning, production, editing, and deadlines for complex editorial and multimedia projects.
- Strategically pitches, places, and positions stories through public relations and media monitoring platforms.
- Serves as a key collaborator and advisor to campus partners on narrative development and content positioning.
- Ensures consistent application of Auburn’s voice, tone, and messaging across platforms.
- Contributes to and oversees web and digital content to ensure quality, accuracy, and alignment.

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	4 years of	experience in writing, copy editing, and/or media placement.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced writing, editing and storytelling skills with strong editorial judgment.	
Advanced 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.