



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Office of Marketing & Public Relations

Supervisor: Claire Simpson - clairesimpson@adrian.edu

Job Title: **Student Worker:** Writer

Location: Shipman Library Basement

Purpose of Position: To assist the Office of Marketing & Public Relations projects and tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description, Position Overview:

We are looking for an articulate and detail-oriented Student Worker Writer specializing in press releases. In this role, you will be responsible for drafting and editing press releases that effectively communicate the colleges news, events, achievements, and other noteworthy activities to the media and the public. The ideal candidate is a strong writer with a passion for storytelling, who can craft clear, concise, and engaging content that aligns with the college's voice and messaging.

Key Responsibilities:

- Press Release/Feature Story Writing:
 - Draft and edit press releases and feature stories that announce significant college news, student spotlights, events, academic achievements, faculty research, and other relevant topics.
- Research and Content Development:
 - Conduct interviews with students, faculty, and staff to gather information and quotes for press releases/feature stories.
 - Research and verify facts, statistics, and other details to ensure the accuracy of all content.
- Collaboration:
 - Work closely with the marketing and public relations team to understand the objectives and key messages of each press release.
 - Coordinate with college departments to ensure that all necessary approvals and inputs are obtained before release.
- Media Relations Support:
 - Assist in distributing press releases to media outlets and maintaining a media contact database.
 - Track and report on media coverage of the college's press releases.
- File Management:
 - Organize and archive all press releases and related materials for easy access and future reference.

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Flexible hours, with some evening and weekend work required, depending on event schedules

Required Job Skills (Qualifications):

- Strong writing and editing skills with a portfolio or samples of written work, particularly in news writing or press releases.
- Excellent research and fact-checking abilities.
- Ability to work independently and manage multiple projects with attention to detail.
- Strong communication skills and the ability to collaborate effectively with team members and other departments.
- Presents oneself in a professional manner and follows business casual dress code.

Preferred Qualifications:

- Previous experience in journalism, public relations, or a related field.
- Familiarity with AP Style or other professional writing style guides.
- Understanding of media relations and experience working with journalists or media outlets.

Remarks: *Applicants do not need to meet all required skills*

Application Process:

Interested students should submit a resume, cover letter, and a portfolio of work. Applications should be sent to Director of Marketing and Public Relations, Claire Simpson, at clairesimpson@adrian.edu.