

POSITION ANNOUNCEMENT

JOB TITLE:	WRITER, NEWS & PUBLICATIONS
TYPE OF VACANCY:	CONTRACT
REPORTS TO:	DIRECTOR OF COMMUNICATION
DEPARTMENT:	OFFICE OF UNIVERSITY RELATIONS
<p>SUMMARY: The Writer, News & Publications in the Office of University Relations (OUR) will work closely with the University's core constituents, including faculty, academic and administrative leaders, students, alumni, media houses and friends of the institution, to conceptualise, research and generate content which promotes the achievements, programmes and progress of the institution to national, regional and international audiences. The Writer will develop diverse narratives on the University of The Bahamas System, in alignment with the University's strategic priorities, for print, digital and online media and publications.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Writer, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Working both independently and collaboratively, generate content for University publications, collaterals, supplements, weekly newsletters and reports; ➤ Research and write for University publications, press releases and related media and public relations assignments; ➤ Conduct interviews as may be required for University publications, press releases and special projects; ➤ Generate news and feature stories to raise the profile of the University nationally and abroad; ➤ Conduct research, content gathering, writing and review of communications for the Office of Grants (Non-Research Corporate and Foundation Grant Activity); ➤ Gather information and contribute to regular media tracking and data analytics reports while maintaining a strong understanding of the national and international higher education context; ➤ Liaise with clients of the Office of University Relations in the provision of communications services through the OURHelpdesk; ➤ Gather leads, themes and storyline development as assigned; ➤ Collaborate with other writers, marketing, public relations and graphic design personnel (both internal and external) on specific projects; ➤ Provide proofreading assistance and minor editing of content drafts; ➤ Develop and maintain media and other public relations contacts; ➤ Execute campaign communications and strategies for the Campaign for UB; ➤ Demonstrate sound judgement, commitment to teamwork and highest degree of integrity and ethics; and ➤ Perform additional duties as required by supervisor. 	

POSITION ANNOUNCEMENT

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Journalism, Media Journalism, Mass Media Arts, Communications or a related discipline, or the equivalent, AND
- At least five (5) years' post-qualification work experience writing for print, broadcast or online media or publications;
- Excellent customer service and organizational skills; and
- Commitment to the University of The Bahamas' mission and vision;
- Must sign Non-Disclosure/Confidentiality Agreement.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work in rapidly dynamic environment;
- Strong interpersonal, verbal communication and customer service skills;
- Proficiency in accurate written communication, press releases, report writing and research;
- Excellent organizational skills and ability to work within multiple deadlines;
- Demonstrated ability to coordinate and conduct high-quality, professional interviews.

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject Writer:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hrappl@ub.edu.bs

Attention: **Vice President, Human Resources**

SALARY GRADE:	CONTRACTUAL
Date Published	October 1, 2019
Application End Date	October 14, 2019
Date to be Removed	October 15, 2019

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Writer.