

Web Writer/Editor

Are you a creative problem-solver? Passionate about the written word and its power to persuade? A true believer in the mission of public education? The University at Buffalo's Division of University Communications (UC) is seeking a web writer/editor to serve on its award-winning editorial team. Your primary role will be to create and steward content for the university's top-level web pages—the front door for our many publics, including prospective and current students, faculty and others—working as part of a creative team of designers, editors and digital experts. You may also be tasked with working on other communications/marketing materials, both print and digital, as a writer, copyeditor, fact-checker and/or proofreader.

The ideal candidate is:

- A top-notch writer and editor
- Highly digitally literate
- Able to calibrate their tone and language to engage various audiences
- Able to work well both independently and as a member of a team
- Able to handle multiple assignments simultaneously in a fast-paced office
- A stickler for detail
- Committed to values of equity, diversity and inclusion

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuits – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About University Communications (UC):

University Communications is the central unit at UB responsible for university-level communications, media relations, marketing and branding, and issues management. Our office of nearly 40 communications pros has expertise across the communications spectrum, and we are passionate about using our talents to elevate and enhance UB's reputation across the country and the world.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

Apply

Applications are being accepted through September 9, 2022 at:
<https://www.ubjobs.buffalo.edu/postings/36536>

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Salary Range \$51,500 - \$60,000