

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Writer

DEPARTMENT: University Advancement

DATE: August 2017

SCHEDULE: Flexible, 10+ hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Annual Giving & Alumni Relations

JOB FUNCTION:

Provide assistance and support to administrative office staff by performing general as well as specific clerical and office duties. Works with University Advancement staff to enhance alumni experience while growing professional skill set.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	Percentage of Time	Frequency	Description
1.	50%	Ongoing	Creates and produces written content for the University Advancement Office.
2.	35%	Ongoing	Conduct research, complete professional interviews, and write/proof/edit written content for University Advancement initiatives. Partner with staff members to improve communication and create skillfully written information to increase effectiveness of programs, appeals and engagement.
3.	15%	Ongoing	General clerical duties and front desk support (e.g., answering phones and routing calls, filing, copying various materials, operating all office machines; updating database records, maintaining files and processing information of a confidential nature. Provide information and assistance to visitors and opportunities for faculty, staff and alumni to be involved in and support University Advancement sponsored initiatives and activities.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use professional interpersonal and customer service skills.
2. Ability to use effective written and verbal communication skills.
3. Ability to use basic office machines, basic Microsoft office programs, including email and spreadsheets.
4. Ability to use social media and websites.
5. Ability to use Adobe Suite design programs.
6. Ability to use or learn to use Raiser's Edge Database and Net Community Email systems as directed.
7. Ability to organize and prioritize workload efficiently and a timely manner in order to complete job responsibilities.
8. Must be a regular, full-time day school student, enrolled in at least 12 hours of class per semester.
9. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.