



Internal Candidates ONLY

Position Description Staff Reporter

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. Resume/curriculum vitae
2. Please email to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position is expected to begin on January 7, 2025.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Staff Reporter

POSITION'S OPERATING GROUP: Advancement, Admissions and Marketing

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The operating group of Advancement, Admissions and Marketing works as one to grow, advance and maintain the high standards of KWU.

POSITION'S DEPARTMENT: Marketing and Communications (MARCOM)

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the Marketing and Communications Office is to promote Kansas Wesleyan University, both internally and externally. This includes recruitment advertising and fundraising campaigns, media relations and brand management, as well as disseminating information to KWU staff and faculty. The office has won 12 notable awards in the last three years. The department operates in a positive, team-based culture of ideas and constant movement.

POSITION'S DIRECT SUPERVISOR: Assistant Vice President of MARCOM

DATE POSITION LAST REVIEWED OR ANALYZED: November 2024. Revised by MARCOM and Human Resources.

POSITION'S EMPLOYMENT STATUS: Staff, Part-Time, Hourly

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: This position is to serve as KWU's chief reporter, finding stories and writing engaging press releases and feature stories from across campus. It will also assist with numerous photography needs. The role will assist with the Community Resilience Hub's marketing and communications efforts, at the direction of the assistant vice president. Specific deliverables will be agreed upon for this role and will be adjusted as needed depending on other university needs and staffing.

POSITION WORKS WITH: Numerous people who work directly in the Marketing and Communications Office and numerous individuals in departments throughout campus.

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: This position is in a typical office environment.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S WORK SCHEDULE: The successful candidate will work a part-time schedule of 17 hours per week, with 14 of those being in the office. A traditional schedule will include three hours for remote work. There will be occasional allowances/needs of up to 20 hours per week, at the discretion of the assistant vice president. The precise schedule will be set upon discussion between the employee and the assistant vice president.

POSITION'S TRAVEL REQUIREMENTS: None

POSITION DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES:

COMMUNICATIONS

- Expected to serve as the university's chief reporter, which may include alumni research/communication, student discussions and relationship building with faculty and staff in order to find quality stories. Being proactive and researching will be an important part of this role. Final status of those stories is at the discretion of the assistant vice president. Will be assigned specific number of deliverables, which may be adjusted periodically depending on overall university needs.
- May assist with media relations as needed in the absence of the assistant vice president.
- Responsible for editing work of others, to include interns and other staff members.

PROJECT MANAGEMENT/VENDOR MANAGEMENT

- May assist with project tracking and communication with vendors.

COMMUNITY RESILIENCE HUB

Serves as one of the leads on regular communication and work with the Community Resilience Hub. The exact status of this relationship is to be evaluated periodically and may change with limited notice. Helps work alongside the remainder of MARCOM to create, edit and establish communications products for the CRH and its programs.

PHOTOGRAPHY

- Will serve as either main in-office photographer or secondary, depending on other staffers. Will be assigned specific number/sets of deliverables, in addition to occasional other tasks. These deliverables will be adjusted periodically depending on overall university needs.

OTHER DUTIES AS ASSIGNED

- May be asked to assist with supervision of interns or student assistants.
- May provide assistance with design and layout, particularly as it pertains to event programs, depending on other staffing.
- May be asked to monitor or update the KWU.edu staff directory on occasion.
- Other duties as assigned

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor based on the job holder's existing qualifications and experience.

1. Makes sure communications are distributed on time and error-free
2. Proactively seeks improvements and contributions, both to regular tasks and required contributions to materials needed for position. This is to include stories and photos from around campus and within the alumni database to facilitate the best deliverables possible.
3. Contributes to a positive culture around campus and, specifically, in the Advancement/Admissions/MARCOM area
4. Show solid understanding of KWU brand and adheres to AP and university style
5. Communicates professionally and with a positive attitude, seeks to establish answers and find solutions

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: None

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Eight years of professional experience
- STRONGLY PREFERRED: 10-12 years of professional experience

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

MINIMUM EXPECTED – Individuals with the majority of these qualifications are encouraged to apply.

- A Bachelor's degree is required.
- Demonstrated ability to work both independently and collaboratively in a fast-paced and rapidly changing environment.
- Expertise in AP Style
- A knowledge of the feature story landscape in North-Central Kansas
- A strong sense of photographic skills and knowledge, particularly in the DSLR landscape
- Documented positive work with media members.
- Demonstrated ability to meet project deadlines and successfully manage multiple priorities.
- Ability to maintain quality of product by reviewing material for content, accuracy and neatness.
- Demonstrated ability to execute and communicate creative vision.
- Demonstrated effective verbal, written and interpersonal communication skills.
- The ability to relate to individuals in varying positions within an organization; i.e., being comfortable in meetings with the university President and with part-time employees.

PREFERRED

- 1-3 years' experience working in higher education.
- Comfort with MAC platforms and software

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.