



# HUMBOLDT STATE UNIVERSITY



## Web Editor

Review: April 4, 2008

**(Job #08-21) Web Editor (Public Affairs/Communications Specialist I) \$2,884.00 - \$4,323.00/month.** (Appointments are typically made at the beginning of the salary range.) This is a full-time, temporary, 12-month position in the Office of Marketing & Communications.

**Description:** Reporting to the Web Manager, the Web Editor creates and organizes content for websites that are developed and maintained by Marketing & Communications, including top-level university web pages. Essential functions include collecting and organizing information posted on websites, confirming and editing content for accuracy, writing original copy, and guiding website projects.

**Duties:** Under the supervision of the University Web Manager, the Web Editor will develop content for new and existing websites. The following items are representative of the duties required of this position:

- Work with campus clients and web designers to determine needs, collaborate on editorial direction, develop original copy, edit existing or provided copy;
- Monitor the campus website for accuracy and standards compliance;
- Work with campus clients to update or improve editorial content, maintain links, maintain calendars, and post content to web pages;
- Suggest changes and improvements that respond to campus priorities;
- Assist in the development of printed publications and with media relations, as needed;
- Assist in the day-to-day operation of the unit's Web Office;
- Serve as a member of the university crisis communications team.

**Minimum Qualifications:** Education & Experience: This position requires an excellent writer who understands the power and potential of web communications. The successful applicant must be able to develop highly engaging content under deadline pressure, and must work well within a team of web designers and other communications professionals.

This position requires a bachelor's degree or higher from an accredited four-year college or university in marketing, public relations, communications or a related field (2 years related experience may be substituted for the degree); at least 1 year of experience as a copy writer, copy editor, or developer for publications or web sites required.

**Preferred Qualifications:** Experience writing copy, editing and maintaining content specifically for websites, experience with HTML and website design preferred.

**Knowledge, Abilities & Specialized Skills:** The successful candidate must possess a foundation level of knowledge of general practices, methods and procedures related to public affairs, media relations and marketing. The following items are also essential: the ability to keep abreast of public policy and public affairs issues; working knowledge of software packages; basic knowledge of market research and related techniques; strong writing and editing skills to quickly produce clear and concise copy and documents for publication.

*(Continued on reverse)*

**Application Procedure:** Applicants should submit a letter of interest, **HSU application**, resume, samples of writing and links to websites you have worked on (please include details about your involvement in each website you submit), and contact information for three professional references to Human Resources, 1 Harpst, Arcata, CA, 95521-8299.

**Application Deadline:** Application materials received or postmarked by Friday, April 4, 2008 will be given first consideration. This position will remain open until filled.

**Human Resources**  
**Siemens Hall - Room 211**  
**Arcata, CA 95521-8299**  
**(707) 826-3626 Voice & TDD**  
**24-Hour Job Line: (707) 826-4500**  
**Fax: (707) 826-3625**

[www.humboldt.edu/~hsuhr/vacancies.html](http://www.humboldt.edu/~hsuhr/vacancies.html)

**Email: [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu)**

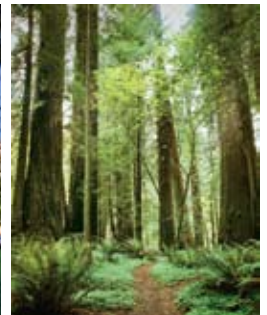
*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.* **Class Code: 0800**

**Publication Date: March 13, 2008**

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.