UNIVERSITY OF CENTRAL FLORIDA

JOB CLASSIFICATION

Job Title	Writer I, II			**Job Code**	CM1111, CM1112
Pay Plan	A&P	**Pay Grade**	17, 18	**FLSA Status**	Exempt
Union	Non-Union			**Union Code**	0
Job Family	Communications and Marketing			**Subfamily**	Written Communications

Job Family and Subfamily Summary

Communications and Marketing Professionals promote the university to internal and external audiences, markets the university's services, engages the local community in university activities and performs government relations and legislative liaison activities.

Written Communications Professionals write, edit, research, and publish written material to inform, instruct, or influence target markets about a product or service.

Job Summary

Writers are responsible for providing written content in the form of articles, blog posts, manuscripts, website text, and other creative content.

Representative Duties

1. Tasks

- Writes stories that oversee assignments for various platforms such as UCF today and Pegasus Magazine
- Chooses subject matter that interests readers and increases brand content
- Conducts research to obtain factual information
- Presents drafts to editors and clients for feedback
- Works with editors, other writers, designers, multimedia team, and clients to shape the material so it can be published
- Writes, edits, and proof reads text

2. Technical Writing

- Translates complex data into user-friendly text for print and electronic publications
- Gathers information through research, statistical reports, and interviews with technial staff
- Revises content as new issues arise
- Standardizes content across all platforms and media
- Determines the needs technical documentaiton users

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		

Work Experience

See Level Addendum below

Additional Requirements

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.