



**HARRIS-STOWE STATE UNIVERSITY  
POSITION VACANCY NOTICE**

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**Part-time Student Copywriter-Editor (IT Services)**

Harris-Stowe State University is seeking a part-time writer/editor to support content development for the HSSU Web and various institutional digital outlets. The position requires a strong understanding of how to apply APA and HSSU house-style guidelines when developing and editing material.

The Copywriter-Editor will also be able to generate original story ideas, conduct fact-finding research, and facilitate first-person interviews to help develop HSSU success stories. In many cases, the Copywriter-Editor will prepare draft copies for review and refinement. The position will assist various units in creating content for delivery on Web and social-media sites. On a daily basis, the Copywriter-Editor will review internal submissions for Web postings and edit them for accuracy prior to posting.

Student candidates must possess the following:

- Excellent writing, editing and interpersonal skills
- Proficiency with using content-management systems to post Web and social network content.
- Keen attention to detail.
- The ability to prioritize and meet deadlines
- An understanding and appreciation of working with diverse populations.

Technical skills required include proficiency with Microsoft Office; experience with social-network environments (Facebook, LinkedIn, Twitter, etc.). Experience with digital photography and/or document Adobe design tools preferred.

**Applicants:** Submit a letter of application summarizing their qualifications and experiences, current vitae, official transcripts, application for employment form and at least three letters of reference to:

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
FAX: (314) 340-3395**

**Applications will be accepted and reviewed until the successful candidate is chosen.**

An application for employment form may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu)  
*Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**