

Technical Writer / Editor
Colorado State University System
CSU-Global Campus

CSU-Global Campus invites nominations and applications for the position of **Technical Writer / Editor** to support the development and editing of a variety of written materials, including course materials, web communications, and student communications for CSU-Global Campus.

CSU-Global Campus:

CSU-Global Campus is a new public university being created within the Colorado State University System. The System includes the campuses located in Fort Collins, Colorado, and Pueblo, Colorado, and now, CSU-Global Campus, which is located in Greenwood Village, Colorado. CSU-Global Campus is seeking those with a passion for public higher education who are committed to demand driven, customer centric solutions. We are building an exceptional team with high energy, based on a shared passion for our vision of making available high-quality, affordable online public higher education to every person in the state of Colorado.

General Description of Position, Including Reporting Relationships

This position will report to the Manager of Instructional Development, or his or her designee. The primary responsibilities of this position include proofreading and editing text materials for a variety of areas within CSU-Global Campus, but primarily online course materials documents. In addition, the Technical Writer / Editor may assist other units within CSU-Global Campus with internal and external communications pieces and web content. Examples of written materials that this position will work with are course content modules, course syllabi, course descriptions, academic catalog sections, and handbook and other instructional material for faculty and students.

This is a 12-month, full-time non-tenure eligible professional/administrative position. The position is based full-time in Greenwood Village, Colorado.

General Description of Position Responsibilities

To accomplish the responsibilities of this position, successful applicant must:

- Be able and willing to work on tight deadlines and within established timeline guidelines for multiple online course development projects.
- Proofread, correct and edit documents quickly and efficiently, according to APA formatting guidelines.
- Create content for multiple audiences and multiple purposes, with the ability to adapt writing style, level and format accordingly.
- Perform additional duties as assigned.

Experience and Educational Qualifications

Minimum Qualifications

- Bachelor's Degree in a discipline related to communications or higher education administration from an accredited, four-year college or university.
- Working knowledge of higher education, specifically typical policies and procedures, common terminology, and effective communications for various groups within higher education.
- Excellent writing skills and ability to adapt writing style and format to multiple audiences.

Preferred Qualifications

- Master's degree in a discipline related to communications or higher education administration from an accredited, four-year college or university.
 - Successful record of experience working within a complex, fast-paced, deadline-oriented environment.
 - Professional work history demonstrating increasingly challenging positions in writing, content editing, and publishing.
- Please note that only applicants who meet the minimum qualifications will be considered.

Application

Applications will be accepted until an appointment is made, but for full consideration, materials must be received by August 29, 2008. Applications must include: resume; cover letter addressing interest and qualifications; and names, addresses, phone numbers, and email addresses for three references and the attached voluntary Applicant Demographic Sheet. Applications will be held in confidence except for the individuals invited for campus interviews. All nominations and applications should be in Microsoft Word format. Please send application materials to:

Dee Martinez
Human Resources
CSU-Global Campus
Colorado State University System
8000 East Maplewood, Bldg. 5, Ste. 250
Greenwood Village, Colorado 80111-4766

OR

Email jobs@csuglobal.org make certain that the subject includes the following: Last name, First name and position for which you are applying for.

Colorado State University System is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements. In order to assist Colorado State University System in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to also identify themselves

