Job 1 of 1

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>37124BR</th>
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<tbody>
<tr>
<td>Student</td>
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<tr>
<td>Recruitment Type</td>
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<tr>
<td>ASU Job Title</td>
<td>Student Worker II</td>
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<tr>
<td>Job Title</td>
<td>Content Writing Assistant (Aide)</td>
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<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
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<tr>
<td>Department Name</td>
<td>ENGR Std Outreach Ret Prgm</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Part-Time</td>
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<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td>Position</td>
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<tr>
<td>Salary Range</td>
<td>$10.15-$11.55 per hour, DOE</td>
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<td>Close Date</td>
<td>09-November-2017 is the initial close date; applications will continue to be accepted and reviewed every week until the search is closed.</td>
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**Job Description**

The Ira A. Fulton Schools of Engineering is seeking a content writing assistant who possess skills in writing and editing stories and is able to convey a story over websites and social media.

**Essential Duties**

- Writing and editing stories and updates about our programs and events to be used on websites, newsletter, etc.
- Work with K12 representatives, undergraduate students and stakeholders to gather information.
- Attend events as needed to gather information for websites and social media posts.
- Perform additional duties and responsibilities related to the Engineering Academic and Student Affairs as needed.

**Minimum Qualifications**

Requires previous knowledge or skill and/or equivalent experience or training.

**Desired Qualifications**

- Strong writer with editorial skills.
• Excellent oral and interpersonal skills.
• Preferred major or minor in Journalism, Communication, Marketing, or English.
• Basic understanding of Office products.
• Collaborative, team player, creative sense of storytelling.
• Ability to set and meet deadlines and complete tasks independently at a high level.
• Reporting and proofreading skills.
• Must submit two examples of work this could include writing samples and/or design related work.

Working Environment
• Will work 10-20 hours per week depending on work demand.
• May require remote work as well.
• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

Department Statement
We partner across the academic community and industry to foster an environment that recruits, retains and advances students. We provide learning opportunities based on student interests that complement classroom instruction. We focus on excellence in the delivery of academic services and programs that enhance scholastic achievement and personal growth.

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.
Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.