

MIT Job Description

Job Title: Writer/Editor II	Position Title: News Writer
Reports to: Editorial Director	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Office of Communications	
Date: 4/18/2019	

Position Overview:

The News Writer plays an important role in the Office of Communications by reporting on and writing about MIT Sloan work, research, and ideas for global business leaders and other key audiences. The News Writer's editorial work will reach hundreds of thousands of people each week, helping to build MIT Sloan's brand. With content distribution platforms in mind, the News Writer develops news articles and other content that provide this audience with actionable expert insights from MIT Sloan faculty members, alumni, students, and guests. The News Writer also works with the social media editor to develop, schedule, and post social media content.

Principal Duties and Responsibilities (Essential Functions):**

Writing, Reporting, and Editing News for Global Business Leaders - (60%)

- Writes news articles covering corporate functions and systems, as well as leadership.
- Independently develops ideas for relevant articles, drawing on MIT Sloan faculty members, students, alumni, researchers, and staff for ideas.
- Develops relationships with faculty members, researchers, students, alumni, and staff across the school to sustain steady flow of engaging article ideas.
- Contributes to MIT Sloan editorial calendar, planning coverage in a meaningful and strategic manner.
- Working with web analytics and tools from social media networks and email clients, strategically plans future article topics and content.
- Collaborates with the assistant editorial art director on photography and design.

- Maintains strong, current knowledge of social media and web content trends, tools, and concepts.

Social Media Management (20%) - Supports the social media editor in social media management.

- Working with the social media editor and assistant editorial art director, develops, schedules, and posts copy and content for MIT Sloan's social media channels.
- Serves as social media lead in the absence of the social media editor.

Editing and Sourcing (10%)

- Copyedits and proofs work from colleagues and freelance writers.
- Develops creative ways to package articles for maximum utility and impact for target audience.

Web content management (10%)

- Uploads news articles to website using Drupal content management system.

Other duties as needed or required.

Supervision Received:

This position is supervised by the Editorial Director.

Supervision Exercised:

None.

Qualifications & Skills:

Education: Bachelor's degree in journalism, communications, or another relevant field.

Experience: Minimum of three years' experience writing about business, science, or technology in a news or editorial environment. Experience writing for digital platforms and with social media distribution in mind. Experience editing staff writers and/or freelance writers.

Skills:

Required

- Ability to write clearly and with authority about business, technology and science.
- Experience developing sources among busy professionals, including C-level executives, academics, entrepreneurs, researchers, and scientists.
- Ability to manage multiple articles and meet deadlines.
- Experience packaging news for digital consumption (explainers, lists, data journalism, etc.).
- Experience working with editorially-driven social media networks.
- Solid editorial judgment, with a commitment to accurate and engaging content.
- Strong writing, editing, and copyediting skills, with careful attention to detail and knowledge of Associated Press style.
- Understanding of analytics and tools for measuring impact and reach of content.
- Understanding of social media platforms, trends, tools, practices, and measurement.
- Understanding of design and photography best practices.
- Familiarity with content management systems, photo editing software, and email management software.
- Strong organizational skills. Ability to handle multiple tasks, prioritize work, and meet deadlines.
- Demonstrated ability to work independently with minimal supervision, as well as collaboratively with team members.
- Willingness to conduct occasional evening and weekend work.
- Ability to deal with confidential information using discretion and judgment.
- Commitment to an engaged, energetic, and collaborative office culture.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.