



## JOB INFORMATION

<i>Job Code:</i>	111072
<i>Job Title:</i>	Presidential Writer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Presidential Administrative Support
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Produces and edits presidential speeches, written materials, and various documents for the Office of the President. Researches, proofreads, fact-checks and edits copy, ensuring accuracy, completeness, and timeliness of projects. Analyzes and evaluates audience response to documentation, publications, and/or correspondence and follows up on effectiveness. Serves as a liaison for Office of the President.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Communication	Or
X		Bachelor's degree	Journalism	Or
X		Bachelor's degree	in related field(s)	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	experience in communications, preferably in higher education.	
	X	7 years	experience researching, writing, and editing communications materials within a higher education institution	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Expert knowledge and understanding of communications principles, concepts, practices, and technical requirements in print and broadcast news, online media, and media relations, and the roles, processes, and protocols of each platform.
X		Demonstrated experience writing major speeches for senior-level administrators or executives.
X		Demonstrated ability to craft messaging for a variety of audiences.
X		Excellent interpersonal, organizational, critical thinking and analytical skills.
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Proficiency with online communications and social media tools.
X		Demonstrated experience with office management software/tools.
	X	Extensive experience writing for and/or managing executive or presidential communications programs.
	X	Established reputation and relationships with local, regional and national media.
	X	Multilingual communication skills, fluent in other languages beyond English (e.g., Mandarin, Spanish, Korean).

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Writes major presidential speeches and non-presidential remarks for large events (e.g., State of the University, commencements, student convocations). Produces and edits letters (e.g., congratulatory, to the community) and other written materials (e.g., statements, reports) for the Office of the President. Drafts communications for potential media use (e.g., op-eds, talking points, letters to the editor) and articles for university publications, websites, and social media.				
Researches, proofreads, fact-checks, and edits copy, including external drafts. Interviews sources when appropriate. Writes scripts for videos featuring the president. Maintains a consistent voice, utilizing creativity and expertise to effectively communicate the president's views while ensuring implementation of established strategic communications. Evaluates appropriate content and tone for sensitive presidential communications and responses.				
Ensures executive correspondence adheres to the highest professional standards. Conducts research for presidential speeches and remarks. Drafts responses to email communications. Collaborates with relevant stakeholders regarding content for/featuring presidential communications (e.g., social media posts). Makes recommendations regarding mass mailings or other documentation from the president or other senior administrators.				
Participates in writers' meetings. Ensures accuracy, completeness, and timeliness of related projects. Analyzes and evaluates audience response to documentation, publications, and/or correspondence and follows up on effectiveness. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.