

Position X2033	Information Specialist, Editor/Writer <i>*This position is open internally to UT employees only*</i>
Location	University of Tennessee, Institute of Agriculture, Marketing & Communications, Knoxville, TN
Effective Date:	October 1, 2020

Salary and Benefits: Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Worker's Compensation; sick and annual leave; numerous University of Tennessee and state benefit programs, including liberal time off for holidays and longevity pay after three years of service, reimbursement for official travel.

Job Description: The Information Specialist will work daily using editing and written skills to support the Institute's mission of providing Real-Life Solutions to the state of Tennessee and beyond. The primary functions of this position include:

- Provide editing and publishing services for clients within all units and departments of the Institute of Agriculture. Skills to include editing, revising, reorganizing and rewriting client-provided text in both print and electronic media.
- Consult with faculty and staff (clients) regarding their publishing needs, determining objectives and scheduling for completing projects, working within university and Institute guidelines.
- Provide guidance on UTIA branding and identity guidelines and proactively address adherence to the guidelines.
- Write feature articles, news releases and other promotional materials as needed.
- Work with team members to keep marketing and educational materials current and to maintain a shared database of all printed and electronic products for the Institute.
- Work collaboratively and independently within a team of editors, graphic designers and media relations specialists on a variety of publishing needs and projects.
- Manage multiple projects for both educational and promotional materials, within a fast-paced, deadline-oriented environment.
- Serve as a liaison to assigned departments or units to coordinate all of their communication and marketing needs.

The Information Specialist reports to the Vice Chancellor of Marketing and Communications.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Education/Experience:

- BS degree with a major or minor in English, communications, marketing, journalism or related field required; MS degree preferred.
- Three to five years of communications-related experience required, which may include writing, editing, and/or web content management.
- Strong written and verbal skills required, with an emphasis on knowledge of the English language and grammar, editing practices, and style guide usage.
- Ability to manage time and multiple projects while maintaining a professional and positive attitude is essential.

Desired Qualifications: Experience using Microsoft Office Suite, Adobe CC, Chicago Manual of Style, Associated Press Stylebook, and basic research skills preferred. Knowledge of graphic design principles and software preferred.

NEW APPLICANTS

TO APPLY:

Attach the following electronic documents to the application:

- Curriculum vita or resume;
- Letter of interest;
- List of references (four minimum);
- Official transcript(s) showing degree(s) conferred.

Please apply online by clicking this link:

[Internal Applicants](#)

UT Extension Phone: (865) 974-7245
 212 D Morgan Hall Fax: (865) 974-0882
 Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu

Web Site: <http://utextension.tennessee.edu>

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