



Position Title: Part-Time Web Content Writer (Student Site)

Job Code: 8308

Reports To: Director Enrollment Services

Grade: CT

FLSA: Non-Exempt

Job Description:

Develops, writes, and edits content for the prospective student website and the on-line new student orientation, among others.

Duties & Responsibilities:

- Creates and edits website content that targets incoming students (direct entry high school students, adult learners, transfer students, international students on advantages of attending MDC
- Presents website content in customized styles to target audiences.
- Edits web content on an as needed basis.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and at least four (4) years experience as a technical writer.
- Excellent writing, editing and presentation skills
- Knowledge and familiarity of MDC policies and procedures
- Knowledge and familiarity of MDC's target audience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name