Website Content Writer

The Website Content Writer will create custom copy and edit existing content to appeal to a specific target audience for the ABOR website. This is a part-time temporary position, expected to be 15 hours per week for three months.

The Website Content Writer will create custom copy and edit existing content for a new website for college planning, preparation, admissions, and financial aid targeted to students (middle school through high school), families, educators, and counselors. The goal of the new website is to introduce students and their families to the value of postsecondary education; encourage students to see themselves as capable of going to college; instill belief that college is accessible and attainable for everyone; and help students and their families understand how to plan for college. The website will provide resources for educators and counselors to use to help students plan and prepare for college.

The Website Content Writer will demonstrate outstanding writing and editing skills, experience with copywriting and website writing and editing, and knowledge of AP style. The ideal candidate will have the ability to turn existing copy into engaging and inspiring content that is consistent with brand message and editorial standards while driving results.

Minimum qualifications include a bachelor’s degree and three years of experience in website content development, copywriting, journalism or marketing and advertising or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.