

Assistant Director of Editorial Projects  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=233497>

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Posted Mar. 26, 2024, set to expire Jul. 26, 2024

**Job Title** Assistant Director of Editorial Projects  
**Department** Strategic Initiatives and Brand Management  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Mar. 26, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Public Relations/Marketing

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Editorial-Projects\\_RQ27897](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Editorial-Projects_RQ27897)

**Apply By Email**

**Job Description**

## Job Description

Assistant Director of Editorial Projects

The assistant director of editorial projects is an experienced communications professional who will be part of a strategic, results-oriented team and is responsible for planning and executing outstanding strategic communications and marketing content that elevates, promotes and advances the university among external stakeholders. Reporting to the assistant vice president for strategic initiatives and brand management and with a dotted line to the director of strategic content, the assistant director's primary (60-70%) responsibility is as managing editor for the biannual alumni magazine; they also, in collaboration with the strategic content team, regularly manage the content and production of various

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institutional assets and high-level reports, and contribute to institutional web stories and social media campaigns.

Responsibilities:

As managing editor of the magazine:

- Act as project manager for the biannual university magazine and its online counterpart: develop schedules, manage design vendor relationship, set meeting schedules, adhere to budgets and facilitate review processes
- Research and write original profiles, features and departments for the magazine; edit and proofread all submissions and page proofs
- Manage relationships, source and direct internal and external talent
- Contribute to magazine budget discussions and ensure all contracted support adheres to set budgets
- Organize photo shoots
- Identify, develop and produce content around themes/topics informed by brand, alumni engagement, enrollment and reputational objectives
- Other duties as assigned

As part of the strategic content operation:

- Collaborate both tactically and strategically in editorial calendaring and planning processes with magazine, strategic content, social media and multimedia teams to ideate and develop content and content series for a variety of platforms and channels
- Regularly manage development and production processes for several institutional assets on a regular basis, including institutional slide decks, fact sheets, style guides and more
- Coordinate the production of and serve as the content lead for high-level assets and reports produced periodically, such as president's reports and strategic plan reports
- Serve as a content producer for institutional web stories and organic social media campaigns
- Ensure all content is on-brand, consistent in terms of style, quality and tone of voice, and optimized for search and user experience for all channels
- Other duties as assigned

Skills and Qualifications:

- Deadline- and detail-oriented, possessing the ability to understand intricate nuances, break down complex projects into their components and requirements, ask smart questions, research solutions and embrace the challenges that arise in producing creative, high-impact work

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- Exceptional writing and editing skills, possessing a storytelling mentality and deep editorial judgment on newsworthy and compelling content
- Versatile writing skills across platforms and content types, including feature articles, profiles, video scripts, social media posts, reports and more
- Affinity for visual presentation and editorial design approaches
- Excellent project management skills including prioritization, scheduling and documentation
- Ability to build strong relationships and communicate effectively with internal and external stakeholders
- Ability to internalize feedback and propose solutions
- Knowledge and interest in the developing digital content trends in the higher ed space and beyond
- Solid understanding of printing and production processes, a keen sense of design and a general understanding of the capabilities of Adobe Creative Suite
- Exceptional time management skills
- Excellent oral and written communications skills, and strong interpersonal skills
- Detailed and accurate copyeditor and proofreader, familiar with proofreader's marks and the AP Stylebook
- Web content management system editing aptitude and/or experience

**Requirements:**

- Bachelor's degree in journalism, English or a related field.
- Five to seven years of experience in a similar or related position; previous experience with magazine editorial, design and scheduling mandatory
- Experience developing content for a variety of outlets, channels and audiences
- Experience managing complex projects

*This is a hybrid position*

**Department**

Strategic Initiatives and Brand Management

**General Submission Guidelines:**

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Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Still Have Questions?**

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

**EEO Statement:**

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution**

Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

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**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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