

## Lead Writer and Media Relations Manager Kean University

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Posted Jun. 30, 2025, set to expire Mar. 27, 2026

<b>Job Title</b>	Lead Writer and Media Relations Manager
<b>Department</b>	Office of University Relations
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jun. 30, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Public Relations/Marketing
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Lead-Writer-and-Media-Relations-Manager--Office-of-University-Relations_R3511">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Lead-Writer-and-Media-Relations-Manager--Office-of-University-Relations_R3511</a>

### Apply By Email

### Job Description

#### Office of University Relations

##### Lead Writer and Media Relations Manager

Under the supervision of the Associate Vice President of Media Relations, the Lead Writer and Media Relations Manager (Managing Assistant Director 3) is responsible for researching, interviewing and writing original news stories and features highlighting Kean University's people, programs, events and impact. The role supports the University's media relations efforts by working collaboratively with the Associate Vice President to develop content that elevates Kean's visibility, reflects institutional priorities, engages target audiences and advances strategic communications goals. The position is responsible for pitching stories directly to media and responding to media inquiries to help effectively

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promote the university.

This position requires travel and a flexible schedule, including occasional evening or weekend hours to support specific events or coverage needs.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience writing and editing content is required. Five to seven years of professional experience as indicated and a degree in Communications, Public Relations, Journalism, or a related field, along with experience in media relations, public relations, or institutional communications is preferred. Candidate must have demonstrated excellence in news and feature writing, with the ability to tailor tone and style for varied audiences and formats; proven experience in pitching stories and coordinating with media professionals; familiarity with tools and best practices for media list development and management, media monitoring and reporting techniques; and excellent organizational and project management skills.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

In compliance with New Jersey's Pay Transparency Law, the annual salary range for this position is: \$75,000 to \$85,000. This position may also be eligible for a comprehensive benefits package, including health and dental insurance, a retirement plan and benefits for work life balance. For a full overview of our benefits offerings, please refer to our [Kean University Benefits website](#).

### Contact Information

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

### Contact