



**University of Texas at El Paso  
Job Description**

**Job Code:** 9031  
**Job Title:** Development Writer  
**Department:** University Development  
**Reports To:** In accordance with specific departmental policies  
**FLSA:** Non-Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** December 14, 2010

**Summary:** Provides professional level writing/editing for various sources of print.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Gathers, analyzes, and records information about writing assignments.

Prepares feature stories for release; provides assistance in the writing of scripts, and reviews copy for compliance with editorial guidelines.

Writes and reviews speeches, newsletters, publications and other public documents emanating from the department.

Develops and writes creative copy to publicize the department, university, its programs, activities, faculty, students and staff.

Ensures proper message is portrayed in writing assignments.

Assists in developing appropriate strategies for publicizing to the news media.

Conducts research for campus development officers and other administrators to identify new prospective donors for campus fundraising priorities, and determines propensity to give.

Stays abreast of new writing trends and styles which allow the department to remain at the cutting-edge of communications content and strategy.

Participates in events and projects as be deemed necessary to support the broader goals of the division.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.

**Minimum Experience required:** One year related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to



successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.