

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now Paid Part-Time Position

University of West Florida



Marketing and Communications Writing Assistant

Spring 2025: 20 hours/week
Fall 2025: 20 hours/week



Apply today using the QR Code for the UWF Talent Catalyst part-time paid positions. They are designed to provide hands-on, project-based experience while receiving mentoring and essential professional soft skills training.

The UWF Marketing and Communications Office is seeking a Marketing and Communications Writing Assistant who will assist with written communications for the University and various initiatives.

If you are a fulltime student in journalism, English, communications, marketing or strategic communications (grad-level), we encourage you to apply for this writing assistant position.



The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Office of Marketing and Communications

Marketing and Communications Writing Assistant

Job Description

Summary: The Marketing and Communications Writing Assistant is responsible for assisting with written communications for the University, as well as assisting with various initiatives within the University Marketing and Communications.

Essential Functions:

- Assists in writing and editing media alerts, press releases, messaging, talking points, editorial features, presidential communications, website content, advertising copy for communication collateral materials, etc.
- Serves as a writer for UWF's bi-annual alumni publication, Connection Magazine, and annual publications, Historic Pensacola Magazine and Foundation Annual Report.
- Conduct interviews to be used in marketing materials.
- Puts together the @UWF Faculty & Staff Newsletter from submitted entries.
- Copy edits written materials and ensures AP Style is used appropriately.
- Researches information for institutional marketing, communication and brand initiatives.
- Collaborates with other members of UMC's team to ensure timely delivery of materials.
- Other duties as assigned.

Minimum Qualifications:

- The candidate must be extremely organized, detail-oriented and have excellent written and oral communication skills.
- The candidate must be able to meet all deadlines and produce work in a timely and efficient manner.
- The candidate must be currently enrolled at UWF as an undergraduate or graduate student.

Preferred Majors:

- Journalism
- English
- Communications
- Marketing
- Strategic Communications (grad-level)

Hours: 20 hours per week