
Engagement Coordinator/Reporter

Position Details

Position Information

Position Title	Engagement Coordinator/Reporter
Division	College of Liberal Arts
Department	Journalism & Media Studies
Work Location	Macon
Hours per week	40 hours/week
Scheduled Hours	
Job Type	Full-Time

Responsibilities

Description

The Center for Collaborative Journalism (CCJ) is seeking an engagement coordinator and reporter (ECR) to work with reporters, students and staff on community engagement projects and general multi-newsroom collaboration.

This is a great position for a seasoned reporter with strong enterprise reporting and organizational skills. The ECR works closely with multiple newsrooms but is outside of the daily grind, working on longer-term projects intended to make a lasting difference to the community and working with students to put their skills to use in a real-world environment.

Duties

Report for community engagement projects (25%)

The ECR will serve as a lead enterprise reporter on CCJ's community engagement projects, identifying and reporting compelling stories around the themes identified.

Coordinate community engagement projects (15%)

The ECR will work with CCJ partners, staff and student to ensure timely, quality reporting around community engagement projects. The ECR will develop and manage timelines, edit stories and manage logistics for community events.

Manage community engagement tools and communication (20%)

The ECR will work with software such as Hearken and Groundsource to solicit input from, and facilitate conversations, with the community. The ECR will regularly monitor feedback, answer questions (directly and via students and other reporters) and help promote the use of these tools.

Coordinate student work in newsrooms (20%)

The ECR will facilitate student work with reporters by matching students with appropriate reporters, managing schedules and performing initial edits where needed.

Provide reporting support for partners (20%)

The ECR will attend regular editorial meetings of The Telegraph to stay abreast of editorial plans and will report for partners when needed.

This position is grant funded and is contingent upon the continuation of funding.

Qualifications

A bachelor's degree from an accredited college/university in journalism or a related field is required, along with a minimum of five years of experience as a reporter or editor in a professional newsroom. Candidates with full-time experience in this capacity within the past two years are strongly preferred. The ideal candidate will have solid experience using technology—including social media, multimedia storytelling tools, and web-based and mobile user-engagement tools. Candidates must have strong writing, editing and investigative skills. Additionally, candidates must be detail-oriented and possess a high level of initiative and excellent communication, organizational and interpersonal skills.

Selection of the final candidate is contingent upon successful completion of a criminal background check.

Is a criminal background check needed for this position? Yes

Is a credit check needed for this position? No

Does this position require travel for University business in a rental car or University owned vehicle? No

Is this position funded by a grant? Yes

Internal posting only? No

For administrative/clerical support positions, which tests would you like HR to administer?

Proposed Posting Date 07/26/2017

Responsible Hiring Manager Tim Regan-Porter

Posting Detail - HR Only

This section is to be completed by HR only.

Vacancy Number 18-067

Pay Rate Commensurate with experience

FLSA Status Exempt

Pay Basis Monthly

Job Category Staff

Job Group	350 Professional - MCN/SAV
Post to JobTarget?	Yes
Open Date	07/26/2017
Close Date	
Open Until Filled	Yes
Special Instructions Summary	
Quick Link for Internal Postings	http://www.mercerjobs.com/postings/2274
Pass Message	Congratulations! You have completed the first phase of the application process. Your complete application materials will now be reviewed for consideration.

IMPORTANT:

To check the status of your application at any time, log in to this website with your username and password. Click on the link "Your Applications" and look in the status column next to each of the positions to which you have applied.

Fail Message	Your responses to this online application indicate that you do not meet the minimum qualifications for this position. We hope that you will consider other job opportunities at Mercer University. If you have any questions regarding this decision you may send an e-mail to jobinfo@mercer.edu .
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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a bachelor's degree?
 - o Yes
 - o No - (disqualifying)
2. * What qualities and/or experiences make you the best candidate for this position?
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None

Guest User

Guest User Credentials

- Username: gu62313
- Password: EngCoord

Email Addresses of Guest User Recipients

None Entered.