Job Description
Senior Writer, Communications

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

The Senior Writer serves as a “translator” of the scholarship and accomplishments of Penn Law’s faculty, students, and alumni, so that a variety of internal and external audiences and constituents are informed about, engaged with and feel connected to the Law School.

Key Responsibilities:

- Manage communications projects in fulfillment of strategic communications plan.
- Conduct research in support of writing project’s objectives; meet with faculty, student, staff, and other clients as part of editorial process.
- Serve as editor for content generated within department, by Dean’s office, etc. to maintain editorial standards, conform to style guide, and reflect Law School mission and messaging.
- Write a range of content for print and electronic communications vehicles, such as news and feature articles, press releases, op-eds, marketing collateral, and speeches.
- Post and distribute electronic communications.
- Write feature articles for Penn Law website.
- Have proven success writing in a legal, policy, higher education, or related professional context.
- Other duties as assigned.

Qualifications: A Bachelor’s degree is required; a JD or related advanced degree preferred. Three to five years of related professional experience is required; demonstrated speechwriting experience is a plus. Must possess exceptional writing ability, and have proven experience conveying complex or technical subject matter in clear, engaging, and concise language. Demonstrated ability to work collegially and collaboratively in a service-oriented environment, as well as managing projects independently according to firm deadlines. A sense of humor while working in a fast-paced environment is a plus.

To apply: [http://jobs.hr.upenn.edu/postings/35203](http://jobs.hr.upenn.edu/postings/35203)

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