Job Description

Writer/Reporter, 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.

Penn Law’s Communications office seeks a temporary Writer/Reporter. The Writer/Reporter serves as a "translator" of the scholarship and accomplishments of Penn Law's faculty and students, and the benefits of the institution’s innovative programming, so that a variety of internal and external audiences are informed about, engaged with, and connected to Penn Law. Working collaboratively across the Law School, the Writer/Reporter is responsible for creating a range of content for print and electronic communications, such as news and feature articles, press releases, op-eds, marketing collateral, and media pitches. The Writer/Reporter works as a writer as well as an editor, copy writer, and project manager.

Required 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 journalistic or other high-level, high impact writing or publishing preferred. 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, please send resume and cover letter to Rebecca Anderson at randers@law.upenn.edu.

The University of Pennsylvania and its Law School are equal opportunity employers.