



JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Corporate Publishing Editor/Assistant

Department: Corporate Communications and University Relations

Reporting to: Associate Manager, Content Creation

Basic job summary:

The job holder is responsible for managing the editorial process of university publications, ensuring high-quality content for internal and external audiences. This role involves content development, editing, proofreading, and overseeing the production of corporate materials such as newsletters, magazines, reports, and promotional documents.

Duties & Responsibilities:

Editorial & Content Development

1. Write, edit, and proofread content for university publications, ensuring clarity, consistency, and adherence to branding guidelines.
2. Develop compelling stories, articles, and reports that highlight key university achievements, research, and events.
3. Collaborate with departments, faculty, and researchers to produce high-quality written content.

Publishing & Production Management

4. Oversee the design, layout, and production process for corporate publications (magazines, brochures, annual reports, newsletters).
5. Work with designers and printers to ensure timely and high-quality publication production.
6. Ensure all printed and digital materials meet university branding and quality standards.

Content Strategy & Brand Alignment

7. Maintain a consistent tone and voice across all corporate publications.
8. Align content with the university's strategic communication goals and messaging.
9. Develop editorial calendars to manage the timely release of publications.



Compliance & Quality Control

10. Ensure all written materials are grammatically correct, factually accurate, and well-structured.
11. Adhere to copyright laws, citation standards, and ethical publishing practices.
12. Maintain a digital archive of past publications for reference and institutional memory.

Collaboration & Stakeholder Engagement

13. Liaise with faculty, students, alumni, and administrative units to source stories and content.
14. Coordinate with marketing, social media, and web teams to repurpose content for multiple platforms.
15. Engage with external publishers and printers to ensure smooth production processes.

Minimum Academic Qualifications:

1. Bachelor's degree in journalism, Communications, Publishing, English, or a related field.

Experience:

Minimum of 3 years in editorial work, publishing, or corporate communications, preferably in an academic or research institution.

Competencies and Skills:

- Corporate Writing & Brand Alignment
- Content Development & Publishing Skills
- Research & Information Handling
- Project & Workflow Management
- Stakeholder & Communication Skills
- Ethics, Confidentiality & Institutional Sensitivity



Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting "**Corporate Publishing Editor/Assistant**" on the subject line to recruitment@strathmore.edu by **10th February 2026**.

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.