COMMUNICATIONS SPECIALIST

The University of Rio Grande/Rio Grande Community College seeks qualified applicants for the position of Communications Specialist. Under the general supervision of the Vice President of Enrollment Management and Marketing, the Communications Specialist works to promote the reputation of the University of Rio Grande/Rio Grande Community College and its programs to state, national and international audiences, develops and enhances relationships between Rio and its key constituent groups, including media, current and prospective students, parents, alumni, friends and donors, and establishes and maintains projects and their timelines to achieve communication objectives.

ESSENTIAL DUTIES:

- Keeps abreast of campus events and/or interviews campus faculty and staff to identify and capitalize on media opportunities that will promote Rio and increase positive media coverage.
- Using strong story development, journalistic writing skills, and advanced editorial skills, composes communication pieces (articles, announcements, etc.) to release to both print media and the web.
- Manages, writes and delivers internal communication vehicles such as newsletters, brochures, marketing materials, employee announcements, presentation pages, presentations, video content, web sites, events materials and special projects.
- Researches, writes and distributes newsworthy and compelling press releases and related media materials to promote Rio.
- Maintains a current and accurate media contact database.
- Coordinates with Digital Media Specialist to promote Rio and marketing objectives on varied social media platforms and website.

POSITION QUALIFICATIONS:
Bachelor's degree from an accredited college or university (preferably in English, Communications, or Journalism); one to two years related experience and/or training; experience with AP style and thorough knowledge of English grammar, spelling and punctuation; sufficient skills to utilize current PC and related software technologies; strong interpersonal and verbal communication skills to tactfully conduct interviews and exchange information with internal and external shareholders.

APPLICATION INSTRUCTIONS:
Qualified applicants must send a cover letter detailing their interest and qualifications, current resume, transcripts (unofficial accepted for application purposes), as well as the names and contact information of at least three references to:

Mr. Chris Nourse
Director of Human Resources
Email: HR@rio.edu
Fax: 740.245.7972

Review of applications will begin immediately. Position is open until filled. Background check and official transcripts required prior to hire. For additional information about Rio, please visit: www.rio.edu