



Job Posting Announcement: 8/17/2018
Communications Specialist
(Special Appointment/Educational Assistant Position - CCP 14)
(12 month, non-tenure track)

Quinebaug Valley Community College is a public two-year college supported by the State of Connecticut and governed by the Board of Regents. The College is accredited by NEASC and is one of 17 institutions in the Connecticut State Colleges and University (CSCU) system. QVCC is located in the Northeastern corner of the state, a rural and beautiful part of Connecticut and New England.

POSITION SUMMARY: The Communications Specialist performs services in support of the College's marketing and public relations activities including writing and producing written communications for the traditional media, social media and digital platforms. This individual should be highly motivated, creative individual with experience and a passion for connecting with faculty and staff; current and future students, as well as community. This may include some or all of copy writing and editing on a variety of channels; photography and videography; supporting College events, and writing and editing content for the College website.

The incumbent has substantial cooperative and collaborative relationships with College administration, staff, faculty and alumni as well as with members of the press. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Major Accountabilities

The Communications Specialist is accountable for participating in publicizing the College to its external and internal audiences to facilitate the flow of useful information and to contribute to a positive image for the College via social media. This is accomplished through effective performance in these essential functional areas:

- Publicity, Public Relations and Marketing;
- Internal and External Communications
- Digital and Web-based Marketing

QUALIFICATIONS:

Incumbents are required to have demonstrated substantial knowledge and abilities in these areas:

- Understanding of current practices and new trends in communication
- Professional practice of social media communications, photo and video editing;
- Strong written and verbal command of the English language
- Basic photography and videography;
- Strong ability to work in a team environment and ability to work with a wide variety of constituents;
- Ability to work in a fast-paced and creative environment and manage multiple projects and deadlines;

These skills and abilities typically are acquired through a combination of education, experience and training which would include a Bachelor's degree in an appropriately related field together with from one to four years of related experience; or a combination of education, experience and training which would lead to the competencies required for successful performance of the position's essential duties.

Professional Participation and Development

In addition to the accountabilities listed above, the Communications Assistant is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

For more information about this position, including a full position description please see our website at: <http://qvcc.edu/human-resources/employment-opportunities/>

SALARY: \$45,787, plus state benefits

TO APPLY: EMAIL a completed Community College application (Applications can be found on the QVCC Human Resources website - <http://qvcc.edu/human-resources/employment-opportunities/>), current résumé, letter of intent, unofficial college transcripts, and the names, addresses and telephone numbers of three references to:

Applications will be accepted until August 31, 2018.

Lois Kelley, Human Resources Assistant at lkelly@qvcc.comnet.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, EEO Officer and Title IX Coordinator, pmartland@qvcc.edu, 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239