

Job Title:

Communications and College Relations Director - Institutional Advancement & External Affairs

Job ID:

1683

Location: College of Staten Island

Full/Part Time: Full-time

Regular/Temporary: Regular

**GENERAL
DUTIES**

Directs College communications and public relations efforts.

- Establishes goals consistent with the College mission and works collaboratively with senior management to develop short- and long-range plans to further College outreach
- Develops and maintains comprehensive press, public relations, and internal communications strategies
- Represents the College to a variety of external and community organizations, establishing good working relationships and two-way communications on areas of common interest
- Oversees College web site and other major communications vehicles, such as publications
- Plans, organizes, and implements special events including conferences, receptions, and informational programs
- Develops and implements campaigns to foster awareness of College activities and initiatives
- Researches and develops speeches and other critical communications by senior management
- Maintains media relationships and serves as spokesperson representing the College
- Identifies and leverages opportunities to promote the visibility and reputation of the College.
- Performs related duties as assigned.

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CONTRACT TITLE

Higher Education Officer

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Occasional Regional Travel with some evening and weekend hours required.

MINIMUM QUALIFICATIONS

Bachelor's degree and eight years' related experience required.

PREFERRED QUALIFICATIONS

Bachelor's degree in Marketing and Communications or related field. Advanced degree preferred with at least 8 years of marketing/communications experience. Excellent oral, writing, editing, scripting and proofreading ability and experience with supervision of staff. Experience in Higher Education and in working with a variety of constituents including marketing, public relations and e-marketing firms. Demonstrated experience and success in managing and producing professional publications both electronically and hard copy. Competency in photography and production means.

Excellent interpersonal and communication skills and the ability to inspire trust and respect among colleagues and all internal and external partners with a high degree of professionalism. Ability to manage numerous tasks, ability to work as part of a team and effectively in a fast-paced environment.

COMPENSATION

\$88,418 - \$109,087

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Go to www.cuny.edu click on Careers at CUNY, navigate to Careers at CUNYFirst

CLOSING DATE

Open until filled with review of applications to begin on December 1, 2009

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.