

Job Description

Job Title: Communications and College Relations Mgr

Job ID: 1464

Location: Lehman College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Establishes and maintains communication and ongoing working relationships with outside organizations and manages the design, implementation, and management of communications to support College visibility and recognition.

- Represents the College to a portfolio of external organizations
- Plans and implements communications campaigns, working with publications staff
- Applies an understanding of the concerns of external organizations to develop short- and long-range plans to advance the College's position and support community/public identified needs
- Plans and implements major activities such as conferences, collaborative partnerships, and educational programs to support identified needs and issues
- Identifies and develops new audiences and communities to further the mission of the College
- Develops and implements advertising and communications campaigns, working with publications and editorial personnel
- Maintain relationships with media representatives
- Performs related duties as assigned.

Job Title Name: Communications and College Relations Manager

CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

- Write news releases, speeches, op-eds, magazine articles, brochures, advertisements, scripts for campus events, fund-raising material, invitations, programs, and other assignments for print/online as needed.
- Conduct research and interviews with faculty, students, administrators, alumni, and others.
- Prepare text for Powerpoint, Flash, and other marketing/communications presentations for meetings and events as needed.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Bachelor's Degree in English, Communications, or Journalism.
- Several years of experience as a writer for either a media outlet or in a college or university newsroom.
- Familiarity with issues in higher education.
- Demonstrated ability to work under pressure and meet tight deadlines.
- Knowledge of Chicago style, AP style, and standard proofreading marks.

COMPENSATION

Salary commensurate with experience.

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

Please complete the on-line application process by accessing The City University of New York's website at www.cuny.edu . Navigate to **Careers at CUNY** and select the link **Careers at CUNYfirst**.

CLOSING DATE

Open until filled with review of resumes to begin on 11/02/09.

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.