

## Job Posting Preview

### Communications Coordinator

63378BR

Campus: Tempe

Communications Prg Cdr

#### Job Description

The Virginia G. Piper Center for Creative Writing is seeking a qualified candidate to plan, develop, produce, and disseminate creative, high quality, and cost-effective communication and promotional materials for our creative writing audiences. This position will utilize various resources designed to support the objectives and outcomes of the center while working collaboratively with program coordinators to produce materials for a variety of projects that effectively market and disseminate information. Promotion of the center's activities will be to internal and external constituents including faculty, staff, students, alumni, donors, and the community. The position reports to the Assistant Director of the Virginia G. Piper Center for Creative Writing.

#### Job Family

Publicity & Promotion

#### Department Name

Piper Center

#### Full-Time/Part-Time

Full-Time

#### VP Code

EXEC VP/PROVOST

#### Scope of Search

Open

#### Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

#### Salary Range

\$32,976 - \$48,000 per year; DOE

#### Close Date

19-October-2020

#### Category

02

#### Essential Duties

- Plans, develops, and implements communications projects for the unit to ensure consistency in message and support of the Piper Center goals and objectives.
- Coordinates education and outreach marketing and communication of programs and events including, but not limited to: conferences, presentations, workshops, and lecture series.
- Works with Piper Center staff to design and produce high-quality, professional images, logos, graphics, and other visual content for Piper Center programs.
- Ensures that all copy, graphics, and other content and materials for the Piper Center meet brand standards for ASU.
- Oversees the Piper Center website and social media accounts, identifying information needs and developing content to fill these, ensuring timely posting of news and events, and ensuring continuous improvement of the center's e-strategies.
- Organizes media coverage, and video and audio recordings of public events; incorporates content onto website; oversees content and manages technical platforms and combinations.
- Communicates the successes, upcoming events, needs, and overall potential of the Piper Center to resources within the community including, but not limited to: website forums, online networking sites, and monthly newsletters.
- Manages communication initiatives, programs, and projects through analysis, planning, creation, and development of materials/content.
- Works collaboratively with center staff to implement a strategy for delivering programs and education communications; prepares reports and records about the center's programs and events, progress, status, and other special reports for the center and/or outside agencies.
- Works through vendors and contractors to coordinate and manage production of brochures and materials for program projects and special events, as well as printing of various brochures, articles, and schedules; coordinates distribution of printed material.
- Determines target markets to expand audience base; creates and produces communications materials as well as collateral from concept to completion.
- Serves as copywriter and editor; edits and determines layout of materials including brochures, flyers, slides, presentations, web pages, and web-based communications; oversees production of materials.
- Interfaces with and conducts regular interview with faculty, key stakeholders, project leads/managers and team members to develop materials and content.
- Organizes and maintains project archival system to provide for ease of access and use.
- Develops and performs special projects and other duties as assigned. Event and conference staffing as needed.

- May supervise and train interns, volunteers, and student employees.

### **Minimum Qualifications**

Bachelor's degree in Journalism, Communications or closely related field and one year of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### **Desired Qualifications**

- Marketing Experience in a literary, non-profit or educational field (3 years)
- Demonstrated knowledge of ASU Brand Guidelines
- Experience in website design or development (1 year)
- Demonstrated knowledge of local literary or arts communities
- Experience in using MS Office, In Design, Adobe Creator and Salesforce

### **Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); required to stand for varying lengths of time and walk moderate distances to perform work (10%)
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (15%)
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate to perform essential functions.
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals . Receives regular review of completed tasks for achievement of established objectives.

### **Department Statement**

The Virginia G. Piper Center for Creative Writing is the artistic and intellectual heart of a vibrant, multinational, and culturally diverse world of writers. The Center is dedicated to serving our writing communities, both local and global, by offering exceptional literary programs and resources.

The center aspires to:

Build connections among readers, writers, and others across multiple disciplines and fields of interest

Offer a variety of educational opportunities to support writers in every stage of their development

Foster a thriving creative and literary community, and transform the Valley's cultural environment

Become the driving force of a dynamic and entrepreneurial creative environment that will enrich Arizona and the entire Southwest

Encourage cultural and artistic exchanges with international communities

Promote the value that art is integral to all of our lives, and make it accessible both within and beyond our community of writers

### **ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

### **Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/relocation-services>.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Fingerprint Check Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**IMPORTANT NOTE:** What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

Close preview