Position Title: Communications Specialist  
Date prepared: 10/28/2019

Miscellaneous Wage Employee

Hourly Pay: $20/hour

Hours: 10/week from POSC and 10/week from Sociology

Primary Work location: Hybrid

Context of Job:
The Departments of Political Science and Sociology are seeking a Communications Specialist to help with the department newsletter, social media, website. Under limited supervision of the Business Administrator, the Communications Specialist will work to attract students to our graduate program as well as showcase our department to alumni.

Major Responsibilities:

- Update Department Social media using UD’s branding
- Manage requests for updates to department website
- Write and produce electronic newsletter
- Assist with the maintenance of Smith Hall monitor
- Provide innovative ideas to advertise and increase outreach of department
- Other duties as assigned

Qualifications:

- Strong interpersonal skills; able to work effectively with a range of professionals, including administration, faculty, students and staff.
- Strong writing skills and ability to create high quality information and content.
- Strong familiarity with a variety of digital marketing channels including web, social and email programs.
- Experience using graphics tools to create flyers and online materials that grab attention
- Able to work independently, handle multiple tasks simultaneously and accurately, effective at setting priorities to meet deadlines.
- Familiarity with Microsoft Sharepoint and MailChimp a plus.

To apply: please send your resume and a cover letter, to Lynette K. Lee, lklee@udel.edu