Position Title: Communication Coordinator

Date prepared: 9/7/2022

Miscellaneous Wage Employee

Hourly Pay: $25/hour

Hours: 15/week from POSC and 15/week from Sociology

Primary Work location: Smith Hall

Context of Job:

The Departments of Political Science and Sociology are seeking a Communication Coordinator to help with department newsletters, social media, website design and updates, and public relations including preparing stories and event invitations. Under limited supervision of the Business Administrator, the Communication Coordinator will work to attract students to our graduate programs, showcase our departments to alumni and other external audiences and develop and carry out social media strategies.

Major Responsibilities:

- Manage Department Social Media strategy in accordance with best practices and following UD branding
- Manage and route requests for updates to department websites
- Write and produce regular electronic newsletters
- Assist with updates and maintenance of planned Smith Hall monitor
- Provide innovative ideas to advertise and increase outreach of department to alumni, potential students, and donors
- 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
- Ability to work independently, handle multiple tasks simultaneously and accurately, and set priorities to meet deadlines.

To apply: please send your resume, cover letter, and one of each of the following work samples (newsletters, web content, writing sample) to Monique Whittle, mwhittle@udel.edu.