Communications Specialist - Part-time (Newark, DE)

The Division of Student Life at the University of Delaware has an open position for a Communications Specialist. This is a part-time (20-29 hours per week) non-benefited position.

The Division of Student Life supports all UD students as they develop personally, educationally, and professionally. Students find that the development we facilitate, and the communities we foster, fill the abundant space between the classroom and life to complete their University of Delaware experience.

Under the general direction of the Communications Manager, Creative & Operations, the Communications Specialist will provide support for communications and marketing efforts across the division.

Responsibilities:
Responsibilities entail taking part in a collaborative team to support marketing, communications, and outreach for the Division of Student Life:

- Assist in the execution of strategic marketing strategies.
- Provide graphic design support following University of Delaware brand guidelines.
- Design and edit content for posters, postcards, brochures, e-marketing.
- Provide digital communications support; create e-marketing campaigns utilizing various email/web marketing platforms.
- Provide operational support for the Egg Student Marketing Agency.
- Assist with other communication and administrative functions, as assigned.

Qualifications:

- Bachelor’s degree in marketing, communications, visual communications, or related field.
- Experience working in an academic or non-profit environment is desirable.
- Excellent communication skills, both verbally and in writing.
- Proficient computing skills (Microsoft Office Suite); experience with Adobe InDesign, Adobe Photoshop and/or Canva or other related design software.
- Experience with photography/videography is a plus.
- Ability to be flexible and manage time to meet job requirements.
- Ability to organize resources and establish priorities.
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives.
- Demonstrated ability to work effectively as part of a team.
- Ability to interact well with people of all ages and diverse backgrounds.

To apply please email resume and cover letter to Heather Tansley at hcat@udel.edu by Wednesday, August 17, 2022.