Position Announcement

DEPARTMENT OF ANIMAL SCIENCES AND INDUSTRY
KANSAS STATE UNIVERSITY

POSITION: Communications Coordinator, Full time

RESPONSIBILITIES: This person is responsible for leading communications and marketing activities in the Department of Animal Sciences & Industry. Specific responsibilities include:

- Design, develop, and maintain departmental web pages and social media outlets.
- Design and prepare media articles, press releases, newsletters, and other communications oriented toward external audiences with the emphasis on alumni and friends of the department.
- Faculty support and other duties as assigned.

QUALIFICATIONS: Minimum Requirement: B.S. degree in agricultural communications, journalism, or other communications-related field. A master’s degree in a communication-related field is preferred.

REQUIREMENTS: Excellent command of desktop publishing software, Microsoft Office (Word, PowerPoint, and Excel), Adobe Creative Suite (Photoshop, InDesign, Illustrator, and PremierPro), social media, and web design and web maintenance software are required. Demonstrated proficiency in the development of written promotional materials, editing, newsletter publishing, and converting technical information into publications directed toward lay audiences. Excellent communication skills and ability to work with people is a must. Video editing software Camtasia or Adobe Premier, web editing software such as Dreamweaver or CMS and experience on Xcelcius is preferred. Event planning, photography, and videography are also preferred.

SALARY & BENEFITS: Commensurate with candidate’s ability and experience. The Kansas State University benefit package includes a retirement plan; group medical, dental, and life insurance plans, worker’s compensation; vacation leave; sick leave, and other benefits.

APPLY: Please send a Cover Letter, Current Curriculum Vita or Resume, list of software proficiencies, transcripts either official or unofficial, and three work-related references with their contact information to:

Dr. Christopher Reinhardt, Animal Sciences & Industry
136 Call Hall Manhattan, KS  66506
email cdr3@ksu.edu, 785-532-1672

CLOSING DATE: Review of applications will begin December 28, 2015, and continue until the position is filled.

EQUAL EMPLOYMENT OPPORTUNITY:

Kansas State University is an Affirmative Action/Equal Opportunity Employer and actively seeks diversity among its employees. Background check required.