



## Vacancy Announcement

DATE OPENED: March 13, 2014

### **\*\* INTERNAL POSTING \*\***


(Only current employees may apply at this time.)

<b>POSITION:</b>	Marketing Coordinator
<b>DEPARTMENT:</b>	College Relations
<b>SALARY:</b>	Commensurate with qualifications. Excellent benefits package
<b>DATES:</b>	Review of applications will begin March 27, 2014 and will continue until the position is filled.
<b>STARTING DATE:</b>	As soon as possible after March 27, 2014
<b>QUALIFICATIONS:</b>	<p>Required:</p> <ul style="list-style-type: none"><li>• Bachelor's degree in Journalism, English or Communications</li><li>• Strong written and verbal communication skills</li><li>• Public relations skills</li><li>• Must possess a high level of competency with Adobe InDesign and/or other computer layout programs to produce newsletters, magazines and other publications</li><li>• Successful background records check</li></ul> <p>Preferred:</p> <ul style="list-style-type: none"><li>• Five years' experience in communications, journalism, marketing or public relations</li><li>• Must be able to work often under pressures of deadlines and multiple tasks</li></ul>
<b>RESPONSIBILITIES:</b>	<p>Responsibilities include but may not be limited to:</p> <ul style="list-style-type: none"><li>• Coordinate the development, implementation and evaluation of an annual public and media relations plan</li><li>• Oversee and coordinate management of the budgets related to the Public and Media Relations activities of the College Relations operation, including budget planning, tracking and accounting of expenditures, and coordinate timely processing of invoices related to Public and Media Relations activities</li><li>• Serve as the College's primary point of contact for non-athletic related external media relations, including all externally initiated news and public relations related advertising and sponsorship solicitations</li><li>• Work with Admissions and Academic Affairs to support the development of communication plans for deployment within the campus contact management system</li><li>• Integrate campus news stories with the student recruitment and contact management software</li><li>• Research and write news stories and disseminate to appropriate media</li><li>• Coordinate the production of news stories, event coverage, press releases, newsletters, and various other publications designed to promote the CSC brand and positive public relations</li></ul>

**APPLICATION  
PROCEDURE:**

- Work closely with the President's Office to fashion media and public relations strategy, crisis communication management and coordinate all press conferences, news events, and other media relations activities
- Coordinate news photography to develop and enhance public interest in the institution
- Assist with development of targeted marketing packages for CSC and assist with web-page development as needed
- Coordinate research and information dissemination as requested
- Maintain CSC Identity Standards Protocol
- Maintain mailing lists, e-mail and fax addresses, media preference lists for newsletters and media
- Perform other job-related duties as assigned

**GENERAL  
INFORMATION:**

Apply for this job online at <http://www.csc.edu/hr/jobs/>, click on Professional Staff, and then click on the green checkmark  below "Apply for Vacancy" next to the position title. Required application materials include the Chadron State College Employment Application form, cover letter, resume, and transcripts. Applicants can attach and submit their cover letter, resume, and transcripts within the online CSC Employment Application form. Questions regarding the application process can be directed to [hr@csc.edu](mailto:hr@csc.edu) or 308-432-6224. Work authorization and/or visa sponsorship is not available for this position.

**ADDITIONAL  
INFORMATION:**

Chadron State College is a small, rural four-year public college located in the scenic Pine Ridge of northwestern Nebraska and is a member of the Nebraska State College System. CSC offers undergraduate and graduate degrees to its approximately 3000 enrolled students and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CSC is located within 90 miles of Rapid City, SD and 300 miles of Denver, CO.

This position is covered by the NSCPA negotiated agreement. Please refer to our website ([www.csc.edu/hr](http://www.csc.edu/hr)) for more information about Chadron State College.

**Applicants who need a reasonable accommodation during the selection process may contact HR at (308) 432-6224 for assistance.  
Successful Background Records Check required as part of employment process.**

*Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admissions decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to:*

*Chadron State College, Title VI, VII, IX Compliance Coordinator  
Chadron State College, 1000 Main Street  
Chadron, NE 69337  
Phone 308.432.6224*