**Communications Specialist**

EEO# UA 2-16

**Responsibilities:**

The communications specialist is responsible for writing and editing a variety – and high volume – of communications that support the advancement of the University.

Those communications include news releases, features, recruitment material, reports, presentations, speeches and other special projects.

This person supports the University’s brand, and assists with the management of a database of experts, data research, media events, media relations, and other duties as needed.

The communications specialist is expected to deliver short-term quality products, as well as in-depth quality products on deadline. Must maintain a high level of confidentiality. This person will participate in other University activities as assigned. He or she reports to the senior associate director of Communications.

**Qualifications**:

The successful candidate must be a seasoned writer with exceptional interviewing, research, writing, editing and proofreading skills. He or she must be able to write clearly, concisely and accurately and have excellent news judgment.

The communications specialist must have strong interpersonal communication skills, a collaborative nature, and excellent organizational skills.

The successful candidate must be a self-starter who has the ability to perform at a high level with minimal supervision, as well as be a contributing member of a team. He or she must be attentive to details and deadlines, have superior time management and follow-through skills, and be able to maintain a flexible work schedule when on deadline.

Experience in web content management systems, photojournalism and previous work in a higher education setting are preferred. Because this position is multi-faceted, this self-starter must exhibit a high level of productivity.

Must be able to work occasional evenings and weekends, have the ability to travel as needed and be available in cases of emergency.

A bachelor’s degree is required. A bachelor’s degree in journalism, English, technical writing or a related field is preferred.

A minimum of three years of professional experience in writing is required. Previous employment in higher education is preferred.

**Other Knowledge, Skills and Abilities:**

Mastery of rules of grammar and the AP Style Guide is essential. Applicants must be willing to take a quiz on AP Style and/or take a writing test if requested. Must be highly computer literate. Must have extensive experience using Microsoft Office and be familiar with internet-based research, social media, website content management systems, scanner software, and basic editing tools and graphics functions.

**Physical Requirements:**

* Ability to sit, stand, and walk for extended periods.

**Salary**: Negotiable, depending upon qualifications and experience.

**Anticipated Starting Date:** Immediate

**Administrative Unit**: The Office of Communications and Marketing in the University Advancement Division.

**Application Requirements:**

Applicants must attach at least six writing samples, published within the past three years, with their résumés. Those samples should best exhibit a well-developed writing style for in-depth feature articles and short news articles.

The posting will remain open until the job is filled.

Please send the requested material and three references to:

UL Lafayette

Office of Communications and Marketing

Attn: Senior Associate Director of Communications

P.O. Box 43567

Lafayette, LA 70504-1009

or to: kat@louisiana.edu

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