Assistant Director of University Communications

Shorter University invites applications for a full-time Assistant Director of University Communications to begin immediately. The successful candidate will have a bachelor’s degree in marketing, communications, journalism, or related field and a commitment to the Christian mission of the University. A minimum of three years’ experience is preferred.

Reporting to the Associate Vice President for University Communications, this position will perform a variety of activities, including writing, multimedia design, photography, and editing to increase the visibility of and awareness about the University and its mission of Transforming Lives through Christ. This position works through online, social media, and traditional media outreach.

Major responsibilities include distributing University news through news releases, feature stories, web profiles, and brief video packages; photography and maintaining the office’s photo database; the creation of content for the University website; and developing content for regular email newsletters and multimedia presentations. The Assistant Director will regularly complete various writing assignments, including news releases, magazine and newsletter articles, and other promotional materials. The position will be active in the University’s social media outreach.

Individual must be highly motivated and self-directed while also being able to work collaboratively and effectively across organizational lines. The successful candidate must be able to handle multiple priorities and deadlines. Proficiency in Microsoft Word, InDesign and Photoshop is required. Proficiency in iMovie or other video editing software and photography skills are desirable.

Apply today at the following link: https://home.eease.adp.com/recruit/?id=14195771

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians. 

Transforming Lives through Christ