SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Communications and Development Coordinator

DATE POSITION AVAILABLE: July 1, 2019

APPLICATION DEADLINE: Applications will be accepted until position is filled.
Deadline for first consideration is June 13, 2019.

JOB DESCRIPTION:
The Communications and Development Coordinator position reports to the Dean of Communications and Development. This position is governed by state and federal laws and agency/institution policy.

Specifically, the job assignment for assisting the dean in communication activities includes but not limited to:
1. Preparing press releases and assisting with press or promotional events.
2. Providing photography service for the campus events.
3. Providing videography service for promotional needs.
4. Providing event support (materials, photography, advertising, etc.)
5. Creating promotional materials for recruitment of students.
6. Managing social media channels for promotional purposes.
7. Maintaining correct information on the College's websites and MyCollege.
8. Maintaining electronic signage for the College
9. Managing the Communication's budget (purchases requisitions, invoices, reconciling purchasing cards, etc.)
10. Preparing ads for placement on social channels, print, electronic display, etc.

Specifically, the job assignment for assisting the dean in development activities includes but not limited to:
11. Raising funds for athletics and managing booster clubs.
12. Maintaining Foundation Board Meetings.
13. Maintaining donor records in eTapestry.
14. Maintaining alumni relations, communication with alumni, and maintenance of alumni records.
15. Identifying methods of promoting fundraising efforts at the College.
16. Provide fundraising support for the Chancellor
17. Performs other related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:
- Associate's Degree in a related field with at least 1 year or more experience in the required areas of responsibility.
- Background check required.

PREFERRED QUALIFICATIONS:
- Bachelor's Degree with experience in the required areas of responsibility.

SALARY BASE: Commensurate with education and experience

DATE OF NOTICE: May 28, 2019

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.