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| **Job Title:** Director of Communications | **FLSA Classification:**   * Exempt ☐Nonexempt |
| **Reports to:** Vice President for Marketing and  Communications. | **Location:** |
| **Department:** Marketing and Communications | **Division:** Marketing |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 418 |

**PRIMARY PURPOSE OF POSITION**

The Director of Communications role requires independent, self-directed work and regular collaboration with offices across campus. The Director of Communications provides counsel and participates in discussions with faculty, staff and university leadership. Primary responsibilities include media relations, issues management, crisis communications and employee communications creating a high level of internal and external visibility for this position and its responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Responsibilities**

* Serve as the university spokesperson and liaison for media and relations.
* Increase external awareness for the university with faculty and staff thought leaders, proactive media opportunities, and media training.
* Lead strategic internal communications programs for the university.
* Lead and execute all crisis and issues management communications to internal and external audiences working with the Reputation and Emergency Management Team and communications roles across campus.
* Stay informed of external issues affecting university business and communicate on those as necessary.
* Willingness to be on-call and available during nights and weekends in order to respond to immediate communication needs.
* Supervise Communications Manager.
* Serve on the leadership team providing strategic direction for the marketing and communications office.
* Other duties as assigned.

**QUALIFICATIONS**

* Bachelor’s degree and a minimum of eight years’ experience of public relations and communications experience
* 3+ years’ experience in a supervisory role
* Knowledge of social media and communications platforms.
* Understanding and respect for the mission of the university and particularly its Catholic heritage
* Exceptional communication skills including written, verbal and presentational
* Organized, articulate, creative, and comfortable with self-directed work
* Must maintain a high level of confidentiality.
* Strong competency with standard software applications, and ability to learn new software
* Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check.

**WORKING CONDITIONS**

**SCHEDULE:** This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following

activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is received by the Associate Vice President of Marketing.

**SUPERVISION EXERCISED:** Functional supervision is provided to student workers

The incumbent is expected to have or possess:

**EXPECTATIONS**

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.

Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |