

Coordinator of Public Relations

University of Pikeville

The University of Pikeville (UPIKE), the Leading University in Central Appalachia, is currently seeking applicants for the Coordinator of Public Relations. This position will coordinate internal and external communications, including editorial services, media relations, graphic design and social media. Furthermore, the incumbent will assist with the development of innovative strategies that strengthen brand awareness, and work collaboratively with campus partners to ensure that strategic communication and marketing goals are achieved. The successful candidate will possess exceptional written, verbal and visual communication skills; the ability to work effectively and simultaneously in multiple forms of communication including print, web, social media and multimedia; a solid understanding of the principles of public relations and marketing; and will be an energetic and creative team member.

Responsibilities:

Writing, producing and distributing content for press releases, graphic design, social media, publications, web and other communication platforms.

Assist with the planning and execution of university events.

Providing photography for campus events, media releases, social media, publications and web.

Working creatively with Public Affairs team and campus partners in the development of marketing campaigns and promotional projects that align with institutional goals.

Other duties as assigned.

Requirements:

- Bachelor's Degree in Communication, Marketing, or related field.
- Must have experience working with both Mac and Windows platforms.
- Must have experience working with office equipment, e.g. printers, copiers, fax machine, camera.
- Must be familiar with Microsoft Office, e.g. Word.
- Must have experience maintaining existing Web pages and conducting research on the Web.
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The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b) retirement plan, and HSA, FSA, and dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students. Inquiries may be directed to the University of Pikeville Title IX Coordinator by calling 606-218-5216.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://jobs.upike.edu>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.