

POSTING DATED: October 13, 2020 (Effective Immediately)

STAFF POSITION: COMMUNICATIONS DIRECTOR

DIVISION/OFFICE: Institutional Advancement

RESPONSIBILITIES:

- Prepares and distributes all news about the College and its activities to the College's website, social media platforms, community newspapers, radio stations and other outlets.
- Compiles, publishes and distributes a weekly newsletter, "**The Campus Report**".
- Ensures that appropriate articles and photographs are made for various publications, and maintains all audio-visual materials relative to the College.
- Assists in supporting the College programs of fund-raising, grant development, alumni relations and constituent relations.
- Conducts research on current trends in social media and technology.
- Serves on the Emergency Preparedness Committee to communicate properly on all platforms with all college constituents regarding emergencies. Communicate with the general public at large including surrounding counties.

QUALIFICATIONS:

- Minimum Bachelor's degree (Master's Degree preferred) and five years' experience public relations and communications.
- Ability to communicate effectively with students, parents, school officials, external constituents and alumni affairs.
- Strong analytical and problem solving skills.

OPEN UNTIL FILLED

APPLICATION PROCEDURE:

- Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.
- Download, complete and print the Application form. Submit application via USPS or electronically to Alawson@morris.edu.

