Job Title	Communications Specialist
PVN ID	VR-2001-003490
Category	Research
Location	OFFICE OF VC FOR RESEARCH
Department	Office of Research
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 23, 2020 (Or Until Filled)

General Description

The City University of New York Central Office of Research (COR) promotes and supports the research, scholarly, and creative pursuits of the CUNY community.

As part of our team, the Communications Specialist:

- Produces and disseminates electronic and print publicity
- Manages our web and social media presence
- Coordinates Office of Research communications with CUNY faculty and staff, the wider research community, and the public at large.

Responsibilities include but are not limited to the following:

- Managing the COR web presence - https://www.cuny.edu/research/office-of-the-vice-chancellor-for-research/- including design, hands-on development, content generation, maintenance (including updates) and editing.
- Creating and maintaining the COR social media presence.
- Designing graphic layouts of printed and electronic materials.
- Interfacing with CUNY's Public Relations department and assisting with the drafting of press releases.
- Writing, editing and managing copy flow for the annual COR print newsletter.

Other Duties

- Providing administrative support on an as-needed basis to senior-level administrators in the COR
- Scheduling meetings, coordinating special events, making travel arrangements, and other similar activities.

Qualifications

- Bachelor's degree and at least two years related experience required.
- Proven capability creating and editing content, using standard journalism/editorial practices, and managing social media strategies on current platforms.
- Experience as a creative graphic artist capable of conceptualizing and designing print materials on demand.
- Excellent oral and written communication skills with strong attention to detail.
- Knowledge and experience of academic research, science (bench or social/behavioral sciences) and/or engineering is advantageous.
- Ability to communicate with many constituencies, including academic, editorial, technical and management staff.
- Proficiency using computers and standard office applications and systems, particularly graphic design software. Knowledge of Adobe InDesign is advantageous.
- Knowledge and proficiency in programming languages and web development.
- Experience with content management systems. Knowledge of Wordpress is advantageous.
- Ability to work productively, both independently and on teams, in a collaborative office environment.