

Coordinator, Public Relations
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=230433>

Downloaded On: May. 9, 2024 1:50pm

Posted Feb. 8, 2024, set to expire Jun. 9, 2024

Job Title Coordinator, Public Relations
Department Marketing and Communications
Institution Alcorn State University
Lorman, Mississippi

Date Posted Feb. 8, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Communications/Public Relations

Job Website <https://jobopps.alcorn.edu/postings/6946>

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Job Description

The public relations coordinator supports the communications and media relations needs for academic units and provides multimedia content and planning within the Division of Marketing and Communications.

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Knowledge Skills and Abilities

- Ability to successfully pitch and place news stories and create engaging content across all media
- Proficient in and adaptable to new technology including production management and team collaboration software
- Mastery of AP style
- Ability to meet deadlines is required as is the ability to work in a rapid response, team environment
- Project management skills and ability to meet tight deadlines are a must
- Verbal communication skills; an open, collaborative approach; and ability to maintain confidentiality are necessary for success in this role
- Demonstrated experience in researching topics, interviewing and writing varied news and feature stories as well as pitching and placing news stories are essential
- A desire to develop professionally and keep abreast of developing trends in communications is required

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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