

**Communications Specialist  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=232027>

Downloaded On: May. 9, 2024 11:48am

Posted Feb. 29, 2024, set to expire Jul. 1, 2024

**Job Title** Communications Specialist  
**Department** Kinesiology/Athletics  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Feb. 29, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Communications/Public Relations

**Apply Online Here** <https://apptrkr.com/5061813>

**Apply By Email**

**Job Description**

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**Communications Specialist**

**Position Number:** CM-133-2024

**Department:** Kinesiology/Athletics

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday 9am-6pm

**Salary Range:** A-88

**Salary:** A-88Steps 1 - 6: \$5,692 - \$7,625 monthly

**Shift Differential:**

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Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 02/27/2024

**Initial Screening Date:** 03/19/2024

**Open Until Filled:** Yes

### **Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

### **Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### **Basic Function/Overview:**

**OVERVIEW:** Mt. San Antonio College is currently seeking applicants for a Communications Specialist in the Kinesiology, Athletics and Dance division. The Communication Specialist for Athletics is responsible for creation and effective execution of overall content and strategy across all aspects of the Athletic Department and its 23 CCCAA athletic teams. Responsible for creating dynamic and engaging content to promote the Athletics brand. Provide oversight and strategic direction of graphic design endeavors including, features, and interviews, as well as the department's social media accounts. Provides creative content in the areas of video production, photography, graphic design, social media, statistics, and publications.

**DEFINITION:** Under general supervision, performs tasks in support of the College's marketing and communications efforts. The Communications Specialist helps to build relationships and positive associations with the public through communication and events, including writing and distributing news stories; writing and editing content for publications; taking, organizing, and sharing photographs; developing awareness and understanding of the College on social media and the web; answering questions from the public; supporting outreach or public events; representing the College at events; placing media advertising.

**SUPERVISION RECEIVED & EXERCISED:** Receives administrative direction from the assigned managerial personnel. Exercises no direct supervision of staff. May provide technical and functional direction to student workers or hourly workers.

**CLASS CHARACTERISTICS:** This is a journey-level professional classification that performs duties in the development of public affairs, public awareness and information, community relations and outreach, and media relations materials and program concepts. The incumbent is expected to be able to take assigned projects of moderate to significant difficulty and sensitivity and carry them through from initial concept to finished communications materials or events, utilizing sound judgment, the application of proven public/media relations and communications principles and skillful persuasive writing, and presentation approaches with a minimum of direction and supervision.

### **Essential Duties/Major Responsibilities:**

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1. Researches, writes, proofreads, and edits a variety of material for the College, including news releases, news stories, web copy, public service announcements, newsletters, articles, brochures, and reports.
2. Provides emergency communication support, such as maintaining the communication plan; staying up to date on the campus emergency notification systems; developing and editing emergency communication templates, and information gathering, dissemination, monitoring, analysis, and planning.
3. Serves as College photographer for marketing projects, publications, brochures, website, and documentation of campus events; develops and maintains photo archives and graphic images; oversees outsourced photo shoots; performs photo enhancements.
4. Acts as media liaison resource and College spokesperson when directed.
5. Coordinates production of Performing Arts programs for the music, theater, and dance departments throughout the academic year, as needed; coordinates production of the Performing Arts annual brochure; writes, copies, and curates photography for the brochure; serves as liaison between staff, program directors, and graphic artists.
6. Serves as editor of College online news, regularly providing news and photographs online and in social media.
7. Assists in concept development, coordination, implementation, and participation in special events.
8. Represents the College at events, such as the Walnut Community Festival.
9. Confers with representatives of other departments, committees, and vendors as required by project assignments.
10. May develop or arrange for the development of public, media, and community relations materials in Spanish or other languages in addition to English.
11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Performs other related or preceding classification duties as assigned.

### **Other Duties:**

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### **Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Current theories, concepts, methods, and techniques of professional communication.
3. Principles and practices of writing in a variety of styles, including business, promotional, journalistic, and web.
4. Methods and practices applied in design and implementation of communications projects and programs.
5. Methods and techniques of modern photography, including lighting equipment, photo editing software and photo- and copy-editing principles, and organization and maintenance of electronic photo archives.
6. Public/media relations and communication industry practices and trends.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Record-keeping principles and procedures.
9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socioeconomic levels, and ethnic groups.

### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and

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accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Apply writing styles and techniques appropriate for differing business and journalistic/public relations purposes and for a variety of internal and external audiences.
5. Develop compelling communications for a variety of publications and platforms, including print and web.
6. Research, develop, proofread, and edit written materials accurately and concisely.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Communicate effectively through various modalities.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Minimum Qualifications/Education & Experience:**

1. Equivalent to a bachelors degree from a regionally or nationally accredited four-year college or university with major coursework in communications, journalism, public relations, public administration, or a related field; and Five (5) full-time equivalent years of progressively responsible professional experience in professional writing, public and media relations, and programs and projects similar to those administered by the College, which include responsibility for writing materials and designing graphic treatments.

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### **Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

### **Preferred Qualifications:**

### **License(s) & Other Requirements:**

### **Examination Requirements:**

### **Working Environment:**

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

### **Hazards:**

### **Conditions of Employment:**

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.



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Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

### **Typing Certificate Requirements:**

### **Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

### **Foreign Transcripts:**



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Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

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To apply, visit <https://hrjobs.mtsac.edu/postings/11397>

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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