

Communications Coordinator Tufts University

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Posted Mar. 1, 2024, set to expire Dec. 31, 2024

Job Title	Communications Coordinator
Department	Office of the Provost
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/20226?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Provost is responsible for setting and guiding institutional and budgetary priorities that advance the university's mission as a student-centered R1 institution and partners closely with university, school, and central unit leadership to advance the university's aspirations. The office advances inclusive and innovative education and research, cultivates a diverse faculty across the university's schools and colleges, and oversees multiple cross-school programs, centers, and institutes.

What You'll Do

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The Communications Coordinator provides advanced level support in promoting effective communications across the Office of the Provost.

The Communications Coordinator:

- Assists in the development of print materials and messaging including proofreading, editing and drafting communications materials
- Assists in design and layout of publications
- Prepares and edits newsletters, gathers and researches information for reports and other literature
- Coordinates publicity materials, advertising and public relations for events
- Assists in creating, monitoring and updating website
- Assists in implementation of marketing strategies
- Drafts social media posts; monitors, tracks and reports on activity
- Triage or refers media inquiries to appropriate party
- Maintain files, databases and inventory of communications materials
- Assists with budgets, provides logistical support for committees and special projects and provides general administrative support as necessary

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree in related area of study or equivalent combination of education and experience.
- 0-1 year communications experience

Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact Information

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

Contact

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