

Communications Coordinator - Office of the Provost
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=140924>

Downloaded On: Sep. 22, 2020 11:18am

Posted Apr. 3, 2020, expired Aug. 16, 2020

Job Title Communications Coordinator - Office of the Provost
Department
Institution Tufts University
Medford/Somerville, Massachusetts

Date Posted Apr. 3, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Communications/Public Relations

Apply Online Here <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001303>

Apply By Email

Job Description

The Tufts University Office of the Provost is seeking to hire a dynamic, self-motivated Communications Coordinator to work directly with senior leadership, including the Provost and the Administrative Assistant Provost for the University. The ideal candidate should possess excellent verbal and writing skills, leadership skills with the ability to work both individually and in a team environment, and tact and diplomacy in dealing with others. The Communications Coordinator provides advanced level support in promoting effective communications, proofreading, editing and drafting communications materials for both print and digital media. The candidate will assist in the design and layout of publications and coordinate publicity materials, advertising and public relations for events, and create, monitor and update website and social media posts. The candidate will also be responsible for drafting, formatting, and sending community-wide emails on behalf of the Provost and Associate Provosts as needed.

Contact Information



Communications Coordinator - Office of the Provost Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=140924>

Downloaded On: Sep. 22, 2020 11:18am

Posted Apr. 3, 2020, expired Aug. 16, 2020

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

Contact

,