

Coordinator II, University Creative Services
Auburn University

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Posted Nov. 19, 2020, set to expire Apr. 3, 2021

Job Title	Coordinator II, University Creative Services
Department	Office of Communications & Marketing
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
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Job Description	

Job Summary

Auburn University is seeking a Coordinator to manage the flow of production and the delivery of publications and other creative services projects. This key team member is part of the central Office of Communications and Marketing and will work closely with many stakeholders to ensure completed projects meet required specifications and align with university guidelines.

Essential Functions

1. Coordinate the flow of publications and other marketing and creative services projects.
2. Work collaboratively with multiple vendors and the editing, writing and design team regarding project deadlines, job estimates and the status of projects.
3. Coordinate the scheduling and placement of banner ads on Tiger Transit buses.
4. Proofread and route in-house projects.
5. Process invoices for banner ads and other creative services projects.

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6. Serve as the point-of-contact to management, vendors and customers regarding the status of projects.
7. Approve all university publications and printed materials to make sure that they meet university standards.

Contact Information

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

Contact

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