

**Coordinator of Marketing  
Erie Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=247760>

Downloaded On: Dec. 25, 2024 1:59am

Posted Oct. 28, 2024, set to expire Mar. 12, 2025

<b>Job Title</b>	Coordinator of Marketing
<b>Department</b>	Marketing and Communications
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Oct. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Graphic Design/Marketing
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Coordinator-of-Marketing_J0002330">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Coordinator-of-Marketing_J0002330</a>

**Apply By Email**

**Job Description**

**Department:**Marketing and Communications

**Salary/Hourly:**\$44,280.33 Annual

**Posting Closing Date:**November 28, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves informing and educating the public about the services and programs of SUNY Erie Community College. Work is performed under general supervision of a higher-ranking administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Writes, edits, assists in creative development of college materials in the form of, but not limited to, brochures, direct mail pieces, reports, newsletters and bulletins for production and distribution.
- Responsible for internal and external distribution of informational and promotional materials for the college.
- Provides informational and educational services to the college community.
- Collaborates with the ECC Athletic Department, as needed, in events and promotions of Student athletic teams.
- Assist with creating content for social media, website, and other external and internal platforms.
- Assists with writing advertising copy in consultation with department leadership.
- Oversee and manage calendar content on the website and MyECC.
- Attend college events at all campus locations, take photos and video at the events, write a short summary of the event.
- Assist with copy editing the college catalog.
- Fulfills other requested duties as needed.
- Must have a flexible schedule, working weekends and evenings as needed.



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### **KNOWLEDGE, SKILLS AND ABILITIES:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Thorough knowledge of the principles, practices and techniques of public relations; good knowledge of the educational principles and practices at the college level; good working knowledge of the principles of journalism; working knowledge of the principles of creative concept and layout and their use in promotional and publicity work; skill in writing clearly and concisely; ability to develop and maintain harmonious relations with internal and external constituents; resourcefulness; sound professional judgment; tact; courtesy; physically capable of performing the essential functions of the position with or without reasonable accommodation. Demonstrates a commitment to fostering and advancing a diverse and inclusive work force.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited (2) year college or university with an associate's degree and five (5) years of experience in the field of journalism or public relations.

### **SPECIAL REQUIREMENTS:**

**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***



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### **Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

### **Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education



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Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

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

**Contact**