

Communications Specialist Tufts University

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Posted Dec. 5, 2024, set to expire Apr. 19, 2025

Job Title	Communications Specialist
Department	School of Engineering Dean's Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/21196?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Marketing and Communications Team, within the School of Engineering Dean's Office, is responsible for creating and implementing the school's marketing and communications strategies. The team maintains internal and external channels and develops content for use across the university, as well as for use in marketing the school to external audiences. The department is also responsible for increasing graduate enrollment through various marketing strategies.

What You'll Do

The Communications Specialist executes the marketing and communication strategies which promote the goals and mission of the School of Engineering. They gather information from engineering faculty and students in the creation of engaging content that supports the website, print publications, and

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social media platforms. This position will also support all School of Engineering internal and external communications. The Communications Specialist creates and shares oversight of print and digital communications. This individual will also participate in the execution of the overall internal and external communications of the Dean's Office. This position will report to the Sr. Director of Marketing and Communications while working directly with the Sr. Communication Specialist

Essential Functions:

- Conducts interviews and research, and writes engaging stories that depict the uniqueness of Tufts School of Engineering
- Writes messages for internal and external communications
Collects, creates, and delivers the SOE's weekly newsletters (faculty/staff and SOE students)
- Collects, creates, and delivers digital and print newsletters for SOE's six department and alumni
- Creates marketing collateral (trifolds, graduate brochure, etc.)
- Contracts and oversees the work of external vendors like graphic designers, photographers, and freelance writers
- Performs other duties and special project as assigned

What We're Looking For

Basic Requirements

- Bachelor's Degree required
- 2-3 years of work experience in a professional environment
- Strong writing skills
- Candidate must possess strong interpersonal and communication skills, with the ability to work professionally with personnel from across the university
- Candidate must be detail-oriented, organized, and self-motivated, with the ability to manage multiple projects with speed and accuracy in a deadline-driven environment
- Experience with graphic design preferred.

Preferred Qualifications

- Higher education and science writing experience a plus, but not required
- Experience with content management systems and Adobe Creative Suite
- Experience using writing skills across multiple online and print channels



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Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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

Contact Information

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

Contact