

Internal Communications Manager, Jacobs School of
Medicine and Biomedical Sciences
University at Buffalo, The State University of New York

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Posted Oct. 31, 2023, set to expire Aug. 4, 2024

Job Title	Internal Communications Manager, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/46227

Apply By Email

Job Description

The University at Buffalo's Jacobs School of Medicine and Biomedical Sciences is searching for a motivated and enthusiastic professional to join our team as internal communications manager. Reporting to the director of communications, the internal communications manager will play an integral role in sharing emerging news and updates within the Jacobs School community.

The ideal candidate is organized, detail-oriented and possesses strong writing and storytelling skills, with the ability to craft compelling and useful content for diverse materials and audiences. An ongoing student and user of digital media, the candidate will work to continually improve and better leverage new media vehicles (newsletters, Marketing Cloud, digital display screens) to strengthen and streamline ongoing internal communications initiatives.

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Primary duties and responsibilities include:

- **Internal Communications Newsletter:** Helps develop and serve as editor/curator of recurring newsletter for internal audience. Manages all aspects of production including providing editorial direction, soliciting content submissions, and overseeing visual design.
- **Digital Display Screens:** Manages content and messaging on network of digital display screens throughout the Jacobs School.
- **Direct email outreach:** Develop guidelines and manage flow of direct email content sent to internal audiences (faculty, staff, residents, students).
- **Liaison with University Communications:** Serve as main point of contact to help promote Jacobs School-related events and content among the wider University at Buffalo community.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact

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