Communications Coordinator Job Description

The Center for Teaching Excellence (CTE) is seeking a creative and highly organized person to join our team as our new Communications Coordinator. The Communications Coordinator is a Graduate Assistant position that plays an essential role in managing the CTE’s marketing and communications initiatives, making sure the campus community is well-informed of CTE programs and the larger CTE mission. Depending on candidate interest and experience, there might also be opportunities for this individual to assist with designing online and print marketing materials.

The person in this role reports to the Programs Manager and will possibly supervise an undergraduate Design Assistant. Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

Responsibilities

The Communications Coordinator position includes the following responsibilities:

- Coordinates the monthly production of the CTE newsletter, which includes convening planning meetings, soliciting content, and identifying appropriate media
- Manages the CTE website, ensuring that web content is up-to-date and coordinating with ITS to troubleshoot any technical problems
- Oversees the CTE’s photo archive, ensuring that images are appropriately uploaded and tagged, and coordinates with the Center for Centers to arrange for photographers at key events
- Coordinates the CTE’s social media presence, working with CTE staff to schedule and produce regular content for our Twitter feed and ensuring prompt responses to interactions with our accounts
- Manages the planning and implementation of print and digital marketing materials and resources by liaising with CTE staff and the Center for Centers
- Proposes new avenues for advertising CTE programs to the BC community
- Completes ad hoc research and other projects as needed

Qualifications

Qualified applicants will be “self-starters” who are creative in their approach to problem solving, comfortable working both independently and collaboratively, and open to
constructive feedback. We are particularly interested in applicants with project management experience. In addition, strong candidates will have:

- Strong organizational and time-management skills;
- A history of dependability and attention to detail;
- Exceptional communication skills; and
- Familiarity with Windows and Mac OSX, Microsoft Office, and the Google suite

This position requires 15 hours of work per week through the end of the academic year and provides a monthly stipend of approximately $2,000 and tuition remission of $3,000. There is the possibility of the position being renewed for the 2020-21 academic year.

Please submit your resume and cover letter to Matthew Goode, Programs Manager (goodema@bc.edu). Applications will be accepted until the position is filled. The CTE will begin reviewing applications on November 11, 2019.