

NOTICE OF VACANCY

Position Title: Public Relations Coordinator

SALARY: \$34,500 annually

REPORTS TO: Director of Marketing and Communications

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The Public Relations Coordinator reports to the Director of Marketing & Communications and works in conjunction with the Digital Marketing Manager, Creative Services Coordinator and Webmaster to tackle short- and long-term projects within MarComm. The incumbent of this position will be USAO's primary writer for news releases, website copy, presidential correspondence and other informational materials for internal and external audiences.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Tell USAO's story through human interest stories and news releases in a timely fashion.
- Continually seek new methods to publicize USAO, its history, its employees and its students.
- Manage the USAO news bureau, which includes distributing news releases and digitally archiving clips.
- Design and distribute a monthly president's report.
- Develop and maintain relationships with statewide and local media contacts.
- Provide assistance to the president and other administrators, including but not limited to speechwriting.
- Assist with crisis communications.
- Write copy for other materials including deliverables, promotional emails, PSAs and video scripts.
- Proof all physical and electronic communications released for mass distribution.
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SKILLS & ABILITIES:

- Proficiency in AP Style writing.
- Strong writing and storytelling skills.

- Proficiency in Microsoft Office
- Ability to manage personal relationships and communicate with students, faculty and staff.
- Ability to properly handle confidential information.
- Knowledge of higher education is a plus.
- Experience with Adobe Creative Suite is a plus.
- Photography experience is a plus.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

A bachelor's degree in English, education, communications, marketing or public relations or equivalent experience.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.