ADMNISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Communications and Events

DEPARTMENT: Faculty of Arts and Sciences (FAS), Rose Hill

RESPONSIBILITIES:

The FAS Director of Communications and Events supports the Dean of FAS/AVP for A&S in preparing communications within and outside the University and scheduling events for the Dean. These communications include newsletters and email blasts to department chairs, faculty, and alumni; the FAS webpage; and FAS social media accounts. Events include large group meetings (department chairs, program directors) and A&S signature events (named lecture series, A&S Faculty Day).

- Drafts communications for the Dean of FAS, and publishes these communications when approved; responsible for soliciting and managing content, design layout of all materials, and writing the initial draft of communications.
  - Drafts Chairs Weekly newsletter -- electronic newsletter for department chairs
  - Drafts and maintains Handbook for Department Chairs -- electronically published once each semester
  - Drafts email blasts regarding upcoming events to A&S faculty as needed
  - Designs and implements new semiannual electronic newsletters for A&S alumni
  - Designs and implements new semiannual newsletter for retired A&S faculty and staff
  - Designs and implements new quarterly electronic newsletter for A&S faculty and staff reporting progress on Reimagining Arts and Sciences

- Maintains the FAS website ensuring that information provided is accurate and that content is reflective of the strategic vision and policies of the Faculty of Arts and Sciences.
  - Highlights upcoming and recent A&S events
  - Highlights recent A&S faculty accomplishments (books, awards)
  - Links to news stories about A&S faculty, and student-faculty stories
  - Supports A&S departments in improving their webpages by adding similar links
  - Highlights information about A&S Leadership (FAS Office, A&S Deans Conference, Department Chair and Program Director biographies)
  - Highlights information about Reimagining Arts and Sciences
  - Maintains Policies, Procedures, and Forms
  - Maintains and updates information about the Arts and Science Council and its committees

- Schedules and supports large group meetings sponsored by FAS; Duties include scheduling meetings, scheduling rooms, arranging for teleconferencing if needed, and Google calendar invitations. Meetings include:
  - Monthly meetings for Department Chairs
  - Regular meetings for Program Directors
  - Weekly meetings for the A&S Deans Conference
  - Interviews for job candidates meeting with multiple deans
  - A&S Council and Committee meetings

- Plans and coordinates A&S signature events; Duties include: scheduling events, budgeting, booking space, ordering food and beverages, advertising events, arranging deliveries of programs or other materials, attending events as event coordinator. A&S signature events include:
  - Arts and Sciences Faculty Day
  - Loyola Chair lecture, receptions, and meals
  - Annual reception for newly promoted faculty (tenure-line and non-tenure line)

- Maintains the Dean of FAS's Google calendar
- Maintains email lists (all A&S faculty; tenure-stream faculty at each rank; non-tenure line faculty at each rank) in collaboration with other FAS Office staff and IT
- Maintains FAS social media accounts, which may include Instagram, Twitter, Facebook, and others at the discretion of the Dean of FAS.
- Supports other FAS team members (Associate Dean, Director of Tenure-line Personnel, Director of Non-tenure-line Personnel, Senior Director of Finance) as needed
QUALIFICATIONS:
- Bachelor’s Degree preferred.
- 3+ years’ experience in higher education preferred.
- Strong written and oral communication skills are required.
- 3+ years’ experience in website publishing required.
- Mastery of software for html email blasts and event posters required.
- 3+ years’ experience with one or more social media platforms required.
- Proficiency in Google Suite (Mail, Drive, Docs, Forms, Calendar) required.
- A team player with strong interpersonal skills, the ability to maintain discretion and confidentiality, and an appreciation of the Jesuit tradition.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME: vkenny1@fordham.edu

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