

Position Title: Communication Coordinator (Part-time)

Date prepared: 12/12/24

Miscellaneous Wage Employee

Hourly Pay: \$25/hour

Hours: 14.75/week from POSC and 14.75/week from Sociology

Primary Work location: Smith Hall

Context of Job:

The Department of Political Science and the Department of Sociology and Criminal Justice are seeking a Communication Coordinator to assist with department newsletters, social media, coordinating website updates, the preparation of stories and event invitations, and event-related support (e.g., photography, when needed; writing posts and newsletter stories about upcoming or recent events). Under general supervision of the Business Administrator and with a dotted line to the Communications Director for the College of Arts and Sciences (CAS), the Communication Coordinator will support efforts to attract students to undergraduate and graduate programs, showcase departmental achievements to alumni and other external audiences, and develop and implement social media strategies.

Major Responsibilities:

- Help design, execute and manage department communication strategies in accordance with best practices and following UD branding (e.g. social media outreach, event promotion, content development and production.).
- Manage and route requests for updates to department websites.
- Write and produce regular electronic newsletters.
- Assist with updates and maintenance of digital monitors.
- Provide innovative ideas to advertise and promote the departments to alumni, potential students and donors.
- Coordinate directly with the CAS Communication and Recruitment teams to ensure alignment with University and college messaging, tactics and best practices.
- Other communications duties as assigned.

Qualifications:

- Strong interpersonal skills; able to work effectively with a range of professionals, including administration, faculty, students, and staff.
- Strong writing skills and ability to create high-quality information and content.
- Strong familiarity with various digital marketing platforms, including web content management systems, social media and email programs.
- Experience using graphics tools to create flyers and digital materials in alignment with brand standards.
- Ability to work independently, handle multiple tasks simultaneously and accurately, and set priorities to meet deadlines.

- Bachelor's degree, preferably in communications, English, marketing or related field.

To apply: please send your resume, cover letter, and one of each of the following work samples (newsletters, web content, writing sample) to Monique Whittle, mwhittle@udel.edu.