



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Assistant Director
DEPARTMENT: Integrated Marketing & PR
STATUS: Full-time; Regular (38 hrs.)

QUALIFICATIONS:

- Bachelor's degree (journalism, communications, public relations, English) preferred
- At least 2 years of experience in journalism, communications, public relations, or marketing, and social media marketing
- Proven ability to write stories for publications and write creatively for marketing purposes as well as ad copy
- Ability to work well in a fast-paced, team-oriented environment is essential
- Proficiency in the use of computer programs typical of a major communications office including Microsoft 365, Macintosh Computers, Adobe Creative Cloud and Photography

BRIEF DESCRIPTION OF DUTIES:

- Provide oversight of university's marketing strategies and implementation
- Assist in supervision of professional staff, student & contracted workers and volunteers
- Participate in daily decision-making processes for marketing purposes
- Make recommendations for branding and awareness campaigns for the University
- Make recommendations for OU web presence and production of new creative materials for advertising the University across multiple platforms
- Serve as assistant editor for the Oakwood Magazine (writing, editing, proofreading, distribution)
- Assist with press conferences, town hall meetings, and guided tours for campus guests
- Monitor and maintain social media platforms for all of the university's accounts
- Develop and maintain relationships with Chamber of Commerce members local business and media outlets

Oakwood University participates in 

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SALARY: Commensurate with education and experience.

POSTING DATE: **October 11, 2018**

CLOSING DATE: **November 30, 2018**

HOW TO APPLY: **Interested persons must submit employment documents by email:** application, resume, copy of degree/copy of transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located on-line at www.oakwood.edu under Human Resources. All employment documents must be attached to email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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