

Position Description

Department of Agricultural Economics
Kansas State University

- Position:** Communications Coordinator, ¾ time position (30 Hours)
- Responsibilities:** This person is responsible for leading communications and marketing activities in the Department of Agricultural Economics. Specific responsibilities include:
- Develop promotional materials such as flyers, brochures, advertising, banners, and videos for departmental teaching, research, and outreach programs
 - Prepare articles, press releases, newsletters and other publications oriented toward lay audiences from technical research information.
 - Assist in the design and development of web-based educational resources and promotional materials.
 - Serve as program coordinator of the Management Analysis and Strategic Thinking (MAST) distance learning program.
 - Design, develop and maintain departmental web pages and provide support to faculty and staff in the use of web-based tools and resources.
- Qualifications:** Required: B.S. degree in mass communications, agricultural communications, journalism, or other communications-related field.
- Requirements:** Demonstrated proficiency in the development of written promotional materials and converting technical information into publications directed toward lay audiences. Excellent command of desk top publishing software Microsoft Office; Adobe Suite-Photoshop, InDesign; web design and web maintenance software are required. Excellent communication skills and ability to work with people is a must. Video editing software Camtasia or Adobe Premier, web editing software such as Dreamweaver or CMS and experience on Xcelcius is preferred. Event planning, photography, and videography as well as being familiar with social media are also preferred.
- Salary and benefits:** Commensurate with candidate's ability and experience. The Kansas State University benefits package is available to employees working half-time or above.
- Apply for this position** by sending a Cover Letter, Current Vita or Resume, list of software proficiencies, transcripts either official or unofficial, and three work related references with their contact information to Mary Winnie, Agricultural Economics Administrative Specialist by email at mwinnie@agecon.ksu.edu by February 6, 2012.

Kansas State University is an affirmative action, equal opportunity employer. KSU encourages diversity among its employees. Background check required.