Job Description

Director, College of Law Communications - 18000643
Georgia State University, an enterprising public research university in Atlanta, is a national leader in graduating students from diverse backgrounds. The university provides its world-class faculty and more than 50,000 students with unsurpassed connections to the opportunities available in one of the 21st century’s great global cities. Georgia State offers a challenging academic environment that emphasizes research and practical experience across the curriculum and has more than 50 nationally and internationally ranked programs.

While, Atlanta is integral to Georgia State’s educational experience, Atlanta’s quality of life helps Georgia State attract top-notch faculty, staff and administrators by contributing to the economies of Atlanta and the South. With more than 190,000 alumni worldwide, Georgia State’s commitment to student success and being a vital part of the vibrant arts and entertainment community of downtown Atlanta is where the city life meets campus life. Working at Georgia State is where you should be!!!

Description

: Part of one of the Southeast’s largest comprehensive research universities, Georgia State Law is a dynamic urban-centered law school located in the heart of Atlanta with approximately 650 full- and part-time students. The College of Law was created in 1982 based on its founders’ belief that a first-rate law school not only can, but also must be tailored to meet the needs of the students who enter its doors. Although Georgia State Law has grown substantially in scope and reputation during the last 35 years, this flexible, entrepreneurial and student-centric spirit continues to resonate throughout our institution. The College of Law brings together a dynamic group of faculty and staff who promote scholarship and service that enriches the legal profession and communities we serve. Our community fosters a culture based on ambition, hard work, dedication and perseverance.

The College of Law is seeking applicants for the position of Director of Law Communications/Director of Strategic Communications. The professional who fills this position, which reports to the Dean of the College of Law, will be the lead strategist for developing and articulating all messaging relating to the College. This multifaceted role will be instrumental in and a driving force for maintaining and raising the College’s profile as a national leader in legal education.

The ideal candidate must be exceptionally qualified and enthusiastic about working with stakeholders across the college and within the university. Key responsibilities include, but are not limited to:

- Leading the development and implementation of an integrated communications strategic plan and budget to support all aspects of the College of Law, including external communications and content creation, digital and social media, media relations, event support, publications; etc.;

- Ensuring brand consistency across all communications and marketing initiatives;

- Managing and developing relationships with key print, digital and broadcast media outlets to promote all aspects of the college;

- Writing and editing content, overseeing design and production of all public-facing materials, including website pages and features, print materials, newsletters, social media content, and other communications and marketing materials;
• Building relationships and working collaboratively with university communications teams;
• Establishing and reviewing metrics to evaluate the effectiveness of activities in achieving targeted goals;
• Leading and mentoring junior staff in the Communications Department.

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee’s direct supervisor.

Qualifications

: Bachelor's degree in Communications, Public Relations or Marketing and five years experience; or a combination of training and experience.

College/Business Unit

: College of Law
Department: Law Communications

Location

: Atlanta Campus
Shift: None
Salary : commensurate with experience
Pay Grade: 4-1
FLSA Status: Exempt
Job Type: Full Time (Benefits Eligible)

Job Posting

: 06/20/18, 3:18:36 PM

Closing Date

: 07/04/18, 11:59:00 PM

Preferred Hiring Qualifications:

• Degree in communications, marketing, public relations, journalism or a closely related field (a master’s degree is preferred) and six or more years of relevant experience.
• Exceptional verbal and written communication ability
• Strong interpersonal skills
• Ability to work effectively within a complex organizational structure
• Knowledge of graphic arts and proficiency with graphics design software
• Strong planning, organizational and problem-solving skills

Special Instructions:
To be fully considered for this position all candidates must provide the following at the time of submission:

A complete and accurate GSU application that provides all work history within the last 10 years
Resume
Cover letter
Writing Sample

Note: Education and Experience Combination: If your degree has not been conferred, you must provide an unofficial copy of your transcript with your application for the education to be considered in the evaluation of your application.

Please note, Georgia State University’s career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.
Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.