

## Position Description

INTERNAL SEARCH

Department of Agricultural Economics  
Kansas State University

Position: Communications Coordinator, Full time

Responsibilities: This person is responsible for leading communications and marketing activities in the Department of Agricultural Economics. Specific responsibilities include:

- Design, develop and maintain departmental web pages and social media outlets.
- Provide support to faculty and staff in the use of web-based tools and resources.
- Design and develop promotional materials such as flyers, brochures, advertising, banners, and videos for departmental teaching, research, and outreach programs
- Design and prepare media articles, press releases, newsletters and other communications oriented toward lay audiences from technical research information.

Qualifications: Minimum Requirement: B.S. degree in mass communications, agricultural communications, journalism, or other communications-related field. A master's degree in Journalism and Mass Communications is preferred.

Requirements: Excellent command of desk top publishing software Microsoft Office; Adobe Creative Suite- Photoshop, PowerPoint, InDesign; social media, web design and web maintenance software are required. Demonstrated proficiency in the development of written promotional materials, editing, newsletter publishing and converting technical information into publications directed toward lay audiences. 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 are also preferred.

Salary and benefits: Commensurate with candidate's ability and experience. The Kansas State University benefit package includes a retirement plan; group medical, dental, and life insurance plans, worker's compensation; vacation leave; sick leave, and other benefits.

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 Judy Maberry, Agricultural Economics Program Assistant by email at [judym@ksu.edu](mailto:judym@ksu.edu) by October 1, 2015.

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