Job Description

Job Title: Communications Design Coordinator

Job ID: 18017

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The division of Institutional Advancement at Hostos Community College of the City University of New York is seeking for a communications design coordinator to assist in the general web content provisioning, website layout, graphic elements and web marketing aspects for Hostos CC. The selected candidate will work very closely with the Vice President for Institutional Advancement, other members of the division, and faculty/staff across other divisions in order to accomplish their assigned objectives.

Responsibilities include, but are not limited to, the following:
- Works with the Communications Manager to create new events and or media-related web pages and update existing web pages and social media, as necessary.
- Creates and maintains home page/sub-site layouts and content provisioning.
- Continually updates departmental section within the website with new content.
- Assists with editing of content and graphic elements.
- Assists and trains personnel who publish content on the College website in designing, streamlining and maintaining web pages using appropriate tools.
- Tracks and reports web sites usage; provides analysis to determine how to develop more efficient user experience and increase web traffic.
- Participates in web/electronic campaign projects, provides suggestions and implements desired solutions, including possible third-party tools and integration.
- Mentor junior team members and contribute to collaborative team environment.

QUALIFICATIONS

Bachelor's Degree required.

This position will require strong understanding of the technical aspects of website provisioning and design as well as professional experience in optimizing the use of the Web and Social Media for improving institutional visibility, interactivity and outreach.

The following qualifications are preferred:
- Bachelor's degree in communication studies, computer science or related field
- Two years of professional full time experience performing web site management activities
- Proficiency in web/graphics design using the Adobe software suite
- Ability to work across the spectrum from static HTML authoring to large-scale content management systems

- Proficiency with graphic design tools optimized for various communications medium (print, online, e-mail, etc..)

Familiarity wit the creation and management of embedded webpage media: graphics, forms, audio, video and scripting

- Excellent knowledge of current web standards, accessibility and usability
- Photo and video editing skills
- Strong writing, organizational, interpersonal, and computer (to include Microsoft Office) skills
- An existing portfolio of web design/content that can be reviewed online
- Experience deploying electronic campaigns via e-mail, web and social media
- Availability to work evening and weekend hours
- Bilingual skills in English and Spanish

CUNY TITLE OVERVIEW

Coordinates the design and production of publications, written materials, and multi-media communications.

- Organizes publications and communications projects from inception through final stage in a variety of media

- Prepares materials and creates graphic designs utilizing logos, templates and other graphic elements

- Applies College-wide graphic and technical standards to insure quality and consistency of College identity

- Assists in coordinating production in a variety of media and formats, both print and on-line

- Performs related duties as assigned.

Job Title Name: Communications Publications Design Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$39,282 - $42,407; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Listings"

Please attach resume, cover letter and three professional references.

CLOSING DATE

January 11, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.