

## Job Vacancy Notice

<b>Job Title</b>	Communications Publications Editorial Manager - President's Office
<b>Job ID</b>	24987
<b>Location</b>	Hostos Community College
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### POSITION DETAILS

Reporting directly to the Communications Director, the Communications Publications Editorial Manager is a key player in the communications team at the College. S/he will conceptualize, create, and spearhead delegated commissions including but not limited to, recruitment campaigns, student stories, faculty profiles, national day celebrations, annual publications, and special events. S/he also prepares general copy and written narratives for press materials and a wide-ranging gamut of promotional materials for various types of stakeholders.

Additional responsibilities include, but are not limited to the following:

- Participates in planning the editorial line of communication projects and contributes to decisions on content and style.
- Manages communications and media relations initiatives across the campus.
- Researches and writes items in a variety of formats for publications in print, web sites, and presentations.
- Participates in interviewing, writing, proofreading, and editing materials from the office of communications.
- Pitches press on selected topics and academic fields.
- Consults with the College's administration and faculty in creating materials that promote Hostos' student offerings and services.
- Assists with producing audio/visual content across the Hostos Community College communications channels.
- Conceptualizes, researches, writes and edits communication materials, including newsletters, press releases, statements, presentations, talking points, and opinion pieces.
- Assumes editorial responsibility for communication projects.
- Coordinates production of written materials while adhering to journalistic standards for fact-finding, research, verification, and style.
- Participates in the design, development and implementation of strategic communications and media relations programs.
- Assists media planning and placement efforts.
- Essential duties require on-campus presence.

### QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

The following qualifications are preferred:

- Master's Degree in Communications or related field.
- At least 4 years experience writing/editing publishing works.

- Experience working with video production, social and new media, web and print.
- Ability to skillfully manage deadlines and work in a fast- paced environment.
- Proficiency with Microsoft and OS office suites; savvy navigating interfaces of content management systems; and have one additional editing application type such as but not limited to, Photoshop, InDesign, editing audio in Garage Band, or Video in Final Cut.
- Superior copy writing skills for all matters of narrative.
- Exceptional communications and interpersonal skills.
- Exceptional project management and production execution skills.
- Availability to work evening and weekend hours as required.

## **CUNY TITLE OVERVIEW**

Oversees implementation of communications programs and produces communications in all media to meet a variety of College needs

- Provides creative direction for publications and marketing materials, such as catalogs, annual reports, brochures, direct mail packages, print advertising and other marketing materials

- Works with College clientele (faculty, administrators, and student representatives) to understand their communications objectives, select appropriate messages, formats, and distribution methods, set production timelines, and establish appropriate editorial and design approaches

- Provides creative direction and supervision to external and/or internal creative resources such as writers, photographers, illustrators and graphic designers

- Ensures consistent application of standards and guidelines for College materials, such as graphic identity standards

- Manages production activities, including creating printing specifications and arranging procurement of services, managing work flows, and production schedules, and assuring a quality finished product

- Prepares sensitive and high-priority communications such as speeches for use by senior management

- Performs related duties as assigned.

## **CUNY TITLE**

Higher Education Associate

## **FLSA**

Exempt

## **COMPENSATION AND BENEFITS**

Salary 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](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Postings"

Please attach cover letter, resume, and three professional references.

**\*\*Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.**

## **CLOSING DATE**

Open until filled with review of applications to begin September 12, 2022.

## **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.

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