**Communications Coordinator Job Description**

**Classification Title:** Communication Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Communications Coordinator, under general supervision, coordinates, develops and implements a comprehensive communications program to include marketing, media and publications.

**Essential Duties and Tasks:**

**40% Website Content Creation and Editing**

* Research, interviews, and writes articles for publications.
* Assures that print and web-based products conform to journalistic standards.
* Fields inquiries from the media and general public regarding departmental activities and publications.

**20% Management**

* Assists in special event planning and assists faculty and staff with publicity needs.
* Oversees the development and production of departmental websites and publications.
* Oversees production schedules.
* Coordinates departmental strategic communications plan.
* May supervise assigned staff.

**20% Collaboration**

* Coordinates with Marketing & Communications on media relations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Three years of communications and/or marketing experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.
* Ability to present information clearly and concisely.

**Additional Information**

**Machines and Equipment:**

* Computers
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position will include some evening and weekend work.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**