**Manager, Communications Job Description**

**Classification Title:** Manager, Communications

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Communications Manager, under direction, manages communications internally and externally. Reviews and edits written materials, prepares presentations, and communicates with employees. Communicates with the media and other interested parties to announce new products and discuss organizational changes that maintain a positive image of the assigned Texas A&M University System (TAMUS) member or department.

**Essential Duties and Tasks:**

**40%. Marketing and Communications Management**

* Creates, develops, and implements a strategic marketing and communications plan for the assigned TAMUS member or department.
* Oversees production of publications and graphic displays for events.
* Analyzes monthly budgets to ensure expenditures do not exceed income or allotted budget.
* Manages and coordinates long-range planning activities and special events.

**20%: Website Management**

* Provide oversight, leadership, and guidance to the department on website management.

**20%: Marketing and Media Collaboration**

* Coordinates with creative groups in the development of effective marketing material.
* Actively pitches media opportunities to various media outlets and key stakeholders.
* Respond to media requests.

**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.

**Required Education:**

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

**Required Experience:**

* Five years of related experience including two years of related supervisory experience. Two years of supervisory experience.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.
* Effective verbal and written communication skills.
* Strong interpersonal and organizational skills.

**Preferred Qualifications**

* None.

**Machines and Equipment:**

* Computers
* Telephone
* Printer

**Physical Requirements:**

* Long computer usage and sitting at a desk.

**Other Requirements and Factors:**

* This position will include some evening and weekend work.
* his 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**