

NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard • Niceville, FL 32578-1295
(850) 729-5365 • www.nwfsc.edu

February 10, 2010

ANNOUNCEMENT OF VACANCY **STAFF ASSISTANT II, MARKETING & PUBLIC RELATIONS**

POSITION NUMBER: CS-MED04
PAY LEVEL: 113
LOCATION: Niceville Campus
ENTRY SALARY: \$22,779.00

DUTIES AND RESPONSIBILITIES: Assist with the creation and dissemination of press releases, articles and other informational materials such as brochures, flyers, displays, weekly college newsletter, schedule of events, PowerPoint presentations, etc. Assist in the production of annual and event specific materials to support/promote all college performing Arts events. Assist in securing and processing advertising sponsorships for Arts playbills. Assist in the coordination of printed playbills for college arts events. Input data for assigned portions of college website and community web sites which utilize user-access content management databases. Maintain college photographic archives; manipulate digital photography or serve as back-up college photographer as needed. Maintain an effective collateral inventory system for all printed and promotional materials including media archives. Assist with special event planning & implementation. Implement direct mail; e-communication or other student/ public information assignments such as social networking media as appropriate. Input data for college electronic message board and static marquees. Prepare and process all required departmental purchase requisitions. Perform daily general office duties such as answering the phone, preparing mailings, filing, preparing reports, etc. Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma required. Associate degree or Bachelor's degree in communications, advertising, or related field preferred.
- Demonstrated excellence in professional written and oral communications required, preferably in an educational or arts environment.
- Demonstrated organizational abilities, ability to multi-task effectively, work within deadlines, communicate with the public and be flexible in work assignments required.
- Microsoft Office Suite proficiency required. Digital photographic manipulation preferred.
- One or more years of communications, public relations, or related experience preferred.

Applications must be received by February 24, 2010 for the first review. Position is open until filled. This position is contingent upon Board approval and funding. A NWF State College application is required and may be obtained from our website, www.nwfsc.edu/hr, or from Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850/729-5365). If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Veteran's Preference applies only for applicant's initial employment. Any applicant grievance should be addressed to the Human Resources Director. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace. (Florida Relay Access - 711)