

## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>MEDIA AND COMMUNICATIONS ASSISTANT</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF COMMUNICATION</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF UNIVERSITY RELATIONS</b>
<p><b>SUMMARY:</b> The Media and Communications Assistant provides administrative and technical support to the Director of Communication and the Office of University Relations in the execution of corporate communication, media relations and marketing strategies. The Assistant will work collaboratively with the team supporting communications strategies and ensuring that internal and external messaging is clear, consistent and effective across all channels in order to increase the profile of the University.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Media and Communications Assistant, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Assist with the preparation and distribution of the University's weekly bulletin and other publications for electronic dissemination;</li> <li>➤ Facilitate mass electronic distribution of approved newsletters, notices, communiques and press releases as directed;</li> <li>➤ Coordinate and maintain records for external advertisements, publications and notifications for print, electronic and digital media;</li> <li>➤ Collect information and contribute to regular media tracking and data analytics reports on customer service provision and media engagements;</li> <li>➤ Coordinate internal and external print production on deadline for University collaterals and publications as directed;</li> <li>➤ Liaise with media, communications and other vendors in the provision of services for the Office of University Relations and, as directed, initiate general purchase requisitions;</li> <li>➤ Maintain a schedule of media-related activity and completes advanced calls to determine media participation as necessary;</li> <li>➤ Coordinate and maintain the University publications library, photographic and video archives;</li> <li>➤ Management of office supplies and equipment including ordering of new stock as directed by Division of Institutional Advancement Comptroller;</li> <li>➤ Facilitate maintenance and help support services;</li> <li>➤ Provide public relations assistance with key University events as directed;</li> <li>➤ Conduct research and analysis relative to communication initiatives;</li> <li>➤ Represent the Office of University Relations on standing and ad-hoc committees as directed and ensures action items are executed in a timely manner;</li> <li>➤ Liaise with and provides customer service for clients through the OURHelpdesk;</li> <li>➤ Demonstrate sound judgement, commitment to teamwork and highest degree of integrity and ethics; and</li> <li>➤ Provide other media and communication assistance as directed.</li> </ul>	

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### REQUIRED QUALIFICATIONS

- An Associate degree in a related field or the equivalent and 5 years of experience;
- A Baccalaureate degree or equivalent in a related field and no work experience;
- Must sign Non-Disclosure/Confidentiality Agreement.

### KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication and customer service skills;
- Excellent organizational skills;
- Strong attention to detail;
- Ability to work in rapidly dynamic environment;
- Excellent customer service and organizational skills; and
- Commitment to the University of The Bahamas' mission and vision.

**To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject Media and Communications Assistant:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

**Submit all electronically to:**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: **Vice President, Human Resources**

<b>SALARY GRADE:</b>	<b>CONTRACTUAL</b>
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<b>Date Published</b>	<b>October 1, 2019</b>
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<b>Application End Date</b>	<b>October 14, 2019</b>
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<b>Date to be Removed</b>	<b>October 15, 2019</b>
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*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Media and Communications Assistant.*