Search Extended and Reopened for

Public Information Officer/Alumni Coordinator

Reporting Responsibility: The Public Information Office/Alumni Coordinator (PIO) is a full-time position and reports to the Vice Chancellor for Institutional Advancement.

Qualifications Required: The PIO should hold a bachelor's degree in Public Relations, English, Communications, or a related field (master's preferred). Experience in a field related to public relations or public affairs may substitute for degree. The position demands excellent communications skills, both oral and written; a professional demeanor; the ability to think creatively; some skills in copy writing and editing; some ability in graphics and creative artwork. In addition, this individual should possess the ability to communicate across all lines of the college community and work well with business/industry leaders.

Function of Work:

To disseminate routine informational material through various media to inform the public about College programs or services, inform administration about progress of public relations activities and assist in developing and implementing public relations programs for departmental programs. Work with outside agencies on collaborative projects. Attend governmental and civic meetings, as directed. Interface with public and private institutions to establish and maintain relationships. Work with Media/Publications Specialist or graphic artists to create and review publications and graphic standards of the College. Work with the alumni of the institution to coordinate various activities, programs, and events in support of the Alumni Association and the College.

Major Responsibilities:

- Advising the VCIA and other administrators on Public Relations matters;
- Coordinate marketing and public relations efforts with the Admissions Office, departmental administrators, and the Media/Publications Specialist (or consultants);
- Work with VCIA to coordinate overall Community Outreach efforts;
- Review and report to VCIA any discrepancies or problems with all campus-wide publications; including brochures, fliers, post cards, the catalog and handbook, and schedule;
- Representing the VCIA or other administrators at off-campus events;
- Act as the advisor and liaison to the administration of the College for the Alumni Association; and
- Other duties as assigned by the Chancellor or VCIA.

Salary range: $40,000 to $50,000 with benefits.

Review of applications will begin immediately and the position is open until filled. If you previously applied, your application remains on file and you do not need to reapply.

To apply:

Send resume, cover letter, and contact information for three professional references to

Nunez Community College
Office of Human Resources

By mail: 3710 Paris Rd. Chalmette, LA 70043

By fax: 504-278-6489

By email (preferred) Put "Public Information Officer" in the subject line:
resumes@nunez.edu

ADA & EOE