

## Position Description

Department of Agricultural Economics  
Kansas State University

Position: Communications Coordinator, Full time

Responsibilities: This person is responsible for designing and developing information, communication and marketing activities in the Department of Agricultural Economics. Specific responsibilities include:

1. Design and develop promotional materials such as flyers, brochures, advertising, banners, and videos for departmental teaching, research, and outreach programs.
2. Design and prepare media articles, press releases, newsletters and other communications oriented toward lay audiences based on technical research findings.
3. Design, develop and maintain departmental web pages and social media.
4. Provide support to faculty and staff in the use of web- and social media-based tools and resources.
5. Photography for departmental functions and promotional material.

Minimum Qualifications:

- Bachelor's degree in mass communications, agricultural communications, journalism, or other communications-related field.
- Excellent command of desk top publishing software such as Microsoft Office and Adobe Creative Suite including Photoshop and InDesign for designing flyers, newsletters, brochures, etc.
- Proficiency in the use of social media, web design and web maintenance software is required.
- Demonstrated proficiency in the development of written promotional materials: press releases, news articles, newsletters.
- Excellent communication skills, ability to work with people, and meet deadlines while multi-tasking other projects is a must.

Preferred Requirements:

- Use of video editing software Camtasia or Adobe Premier, web editing software such as Dreamweaver or CMS.
- Experience in photography and videography.

Salary and benefits: Commensurate with candidate's ability and experience. The Kansas State University benefit package includes a retirement plan; group medical, dental, and life insurance plans, worker's compensation; vacation leave; sick leave, and other benefits.

Apply for this position by sending a Cover Letter, Current Vita or Resume, list of software proficiencies, either official or unofficial transcripts, and three work related references with their contact information to Deana Foster, Agricultural Economics Administrative Assistant by email at [dfoster@agecon.ksu.edu](mailto:dfoster@agecon.ksu.edu) by November 21, 2012. If called for an interview a portfolio of design and writing samples will be requested.

Kansas State University is an affirmative action, equal opportunity employer. KSU encourages diversity among its employees. Background check required.