



ANNOUNCEMENT OF POSITION OPENING

Director of Marketing and Public Relations
Standard Appointment, Tenure Track
Full Time, 35 hours a week, CCP 19- 12 month

**MINIMUM
QUALIFICATIONS:**

A Bachelor's Degree in journalism, advertising, marketing, public relations or in an appropriately related field together with one to four years of related experience; or a combination of education, experience and training which would lead to the competencies required for the position. Demonstrated advanced knowledge and abilities in: (1) professional practice of journalism, advertising, marketing and public relations; (2) copy writing, graphic design, desk top publishing technology; (3) budget management and information technology skills; (4) exceptional written and presentation skills; (5) experience in the effective use of various social media platforms. Experience providing marketing and public relations experience in a higher education setting and experience working with diverse populations is desirable.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the direction and supervision of the Chief Executive Officer, the Director of Marketing and Public Relations is responsible for the development and implementation of a comprehensive program of marketing and public relations for the college, consistent with the system and college strategic planning goals and objectives. The Director is responsible for the overall coordination of marketing, communications, press and public relations, advertising, print, television and radio promotions; website design and implementation, as well as the production of marketing materials, the college catalog and class schedules.

MINIMUM SALARY: \$70,814.00

**ANTICIPATED
STARTING DATE:** January 2020

TO APPLY: Send letter of intent, BOR Employment Application (found on the following website: <https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley, Director of Human Resources
Capital Community College, 950 Main Street, Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu

Submit only one application either via email or regular mail/No phone calls please

APPLICATION DEADLINE: Letter of application must be postmarked no later than **October 16, 2019.**

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.
Protected group members are strongly encouraged to apply.**

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX and Section 504/ADA Coordinator, Room 212A, Tel. (860) 906-5085 E-mail: jscappaticci@Capitalcc.edu