The School of Integrative Biology (SIB) at the University of Illinois at Urbana-Champaign seeks a Communications Coordinator to work collaboratively with school and department administrators, faculty and professional staff to craft and implement a marketing plan targeting several distinct stakeholder groups. This plan will include the creation of a communications set disseminated via a variety of digital, print, and physical media to advance the strategic and programmatic interests of the School and associated Departments (Animal Biology, Entomology, Plant Biology).

The nature of the work will entail frequent interaction with faculty, academic professionals, staff, and students both singly and in groups as well as with photographers, layout artists, and press professionals. This position reports to the SIB Director.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu

RESPONSIBILITIES:

- With input from stakeholder groups, develop a communications plan targeting a variety of internal and external audiences (students, alumni, campus administration, etc.)
- Research, write, compose, and edit announcements, press releases, and larger articles for dissemination through a variety print and electronic media
- With administrative oversight and assistance from technical specialists (freelance writers, designers, artists, photographers, printers, etc.), develop and produce print publications including the SIB magazine, departmental newsletters, program brochures, holiday cards, etc.
- May cooperate and work with staff of other agencies on joint publications
- Track news sources for articles featuring SIB departments, faculty, research, graduate and undergraduate programs
- Coordinate and oversee several projects at any one time, setting and adjusting work priorities to meet production deadlines
- Monitor and facilitate updates of time-sensitive web content (calendar items, announcements, features, highlights, job postings, etc.) either by direct action or by coordination with those responsible for specific content
• In collaboration with IT support personnel, coordinate web visual design and create content
• Assure compliance with pertinent communications regulations, policies, and standards for web and print media
• Maintain records associated with all aspects of the SIB and Departmental communications activity including articles, photos, graphics, print publications, etc.

REQUIRED QUALIFICATIONS:
• Bachelor's degree in communications, marketing, journalism or a related field
• Experience creating communications or marketing materials aimed at specific audiences
• Excellent communication skills, both written and oral
• Ability to establish and maintain collaborative working relationships with a variety of individuals in an academic setting

PREFERRED QUALIFICATIONS:
• Self-starter with ability to plan and prioritize workload
• Project management experience in developing a plan and adhering to established goals, budget, and timeline
• Experience working in a team environment
• Familiarity with web design and front end web programming (HTML, CSS)

Salary and Appointment Information

This is a full-time position. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications.

Application Procedures and Deadline Information

To apply for this position, please create a candidate profile at https://go.illinois.edu/ComCoord and upload your cover letter and resume by October 23, 2018. Online application will require names and contact information, including email addresses, for three professional references. Full consideration will be given to complete applications received by the closing date. For further information contact Marty Forrest at mjforres@illinois.edu. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.