

Warren Wilson College
Position Description

POSITION TITLE: Communications Director

DEPARTMENT: Admission and Marketing

REPORTS TO: Dean of Admission and Director of Marketing

POSITION SUMMARY:

The Communications Director is responsible for internal communications and marketing of the College. The Director coordinates this communication with the Director of Public Information and the Web Director. Serves as editor of the College's magazine, *Owl & Spade*.

SPECIFIC RESPONSIBILITIES:

1. Compiles, writes, edits and distributes campus news.
2. Moderates the All-I email list and distributes messages to the campus community via All-I and other media during crisis situations.
3. Updates the College's information hotline as needed.
4. Manages news content on the inside page.
5. Writes, art directs and serves as editor for the College's magazine. Maintains the magazine's web presence.
6. Participates in the College's marketing efforts.
7. Advises students on the student newspaper work crew, working closely with writing faculty and student life staff. Recommends personnel actions for the crew, including hiring, transfer and performance evaluation.
8. Teaches an introductory journalism course once a year.
9. Carries out specific communication tasks for the President.
10. Participates in committee and college functions, as appropriate.
11. Performs other duties, as requested.

WORKING CONDITIONS:

1. Office Environment

QUALIFICATIONS:

1. Professional writing, editing, and journalism experience a must.
2. Proficiency with Microsoft Word, page layout software and web design required.
3. B.A. required; M.A. desirable.
4. Effective interpersonal skills.
5. Ability to meet deadlines
6. Supervisory experience.

