



PUBLIC INFORMATION COORDINATOR

Eastern Illinois University's Marketing & Creative Services Office is seeking candidates for a full-time Public Information Coordinator.

The Coordinator will prepare, coordinate and distribute communications that advance the story and accomplishments of the university and serve as the University Spokesperson in publicizing the institution as a university of distinction and for crisis communications. The candidate selected will develop and implement a public relations plan focused on positioning the university and the accomplishments of its faculty and students to the regional media.

DUTIES / RESPONSIBILITIES:

- ◆ Prepare, coordinate and distribute communications that advance the story and accomplishments of the university
- ◆ Serve as the university's spokesperson to the media and other constituents
- ◆ Oversee and contribute to news releases distributed to the media
- ◆ Identify and execute on media opportunities to promote the university and its faculty
- ◆ Maintain and expand relationships with external media outlets
- ◆ Conduct research and maintain knowledge of current issues in higher education
- ◆ Prepare talking points for interviews and presentations for senior administrators
- ◆ Provide updates and reports to the President on community issues of relevance
- ◆ Assist in crisis communication messaging

Qualified candidates will have a combination totaling six (6) years of progressively more responsible work experience in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media OR any combination of experience and education totaling six (6) years where a Master's degree in Journalism, communications, liberal arts, social media communication or a closely related field = five (5) years; a Bachelor's degree or 120 semester hours in any of the above = four (4) years; 90 semester hours = three (3) years; and 60 semester hours = (2) years.

Qualified candidates will be required to pass a Civil Service Examination.

To apply, please submit an application, resume, references, and transcripts online at:
<https://www.eiu.edu/humanres/application/login.php>.

DEADLINE FOR APPLICATION IS JUNE 21, 2017.

Department of Human Resources – Employment

Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

This and other employment vacancies at EIU are located at:
<http://www.eiu.edu/employment.php>