

## **Public Information Assistant and Office Manager**

McDaniel College, recognized nationally among "40 Colleges that Change Lives" and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate programs of study, including dual and student-designed majors, plus 20 highly regarded graduate programs.

McDaniel College invites applications for an administrative appointment as PUBLIC INFORMATION ASSISTANT AND OFFICE MANAGER. Salary for this full-time, 12-month position is commensurate with qualifications and experience beginning in the low to mid 20's.

Under the supervision of the Associate Vice President for Communications and Marketing (AVP), the Public Information Assistant and Office Manager has primary responsibility for administrative support to the creative team of writers and designers, and serves as public information representative to external constituents of the College. This position also provides scheduling, coordinating, tracking and fiscal accounting for on-line, publication and promotional projects and assists with the writing and dissemination of hometown news releases, and managing photography and special events databases and selected coverage of college events.

Duties include, but are not limited to:

- Providing administrative support for the Associate Vice President for Communications and Marketing and the professional staff.
- Serving as primary public information receptionist and link between campus community and general public, across several media platforms, including on-line.
- Serving as primary proofreader for communications projects and assists in writing and disseminating hometown news releases using online software and provides support for campus e-communication tool users.
- Taking photographs and video during a variety of campus events in support of development of web content and scheduling of major photography/video shoots.
- Overseeing several databases and manages accounting for a broad scope of projects, including the annual Great Decisions lecture series and SmartTALK series.
- Providing continuity and assistance in general office operations and performs other duties as requested by the AVP.

Qualifications:

- High School Diploma required; Bachelor's degree preferred. Coursework, if any, in English, writing, communication, accounting and experience in higher education preferred.
- Mac or Windows XP (operating system), Microsoft Word (word processing), Microsoft Excel (spreadsheet), MS Outlook (e-mail and electronic calendar), CMS (Content Management System); digital editing software preferred.
- Ability to work well independently, energetically, creatively and within strict deadlines.
- Willingness to work cooperatively with others, to take on a variety of assignments and see projects through to completion.
- Flexibility and a sense of humor critically important.

At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website at <http://www.mcdaniel.edu/employment.htm> for details.

To apply, send a cover letter, resume, and the names of three professional references to [McDanielEmployment@mcdaniel.edu](mailto:McDanielEmployment@mcdaniel.edu).

Review of applications begins immediately and will continue until the position is filled.

McDaniel College is an AA/EOE institution and welcomes applications from diverse candidates and candidates who support diversity.