Director, LITS Campus and Community Relations Program

Department: Emory University, Libraries and Information Technology Services
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Position Duties

The Emory University Libraries & Information Technology Services seek a highly collaborative Campus and Community Relations Program Director to provide leadership across the organization in the development and implementation of communications and marketing strategies and intellectual and innovative events and exhibitions for the campus and broader community.

- Directs a comprehensive and integrated Campus and Community Relations (CCR) program for Libraries and Information Technology Services (LITS).
- Develops and implements strategies for internal communications and events within the organization.
- Works with the CCR Team and stakeholders to develop and manage efforts to disseminate information, build awareness, and promote resources, services, and activities to the academic, library, and general communities at the local, state, and national levels. This includes news releases and feature articles, printed materials and publications, coordinated outreach activities, events, physical, virtual, and traveling exhibitions, websites and social media.
- Works collaboratively with LITS administration, faculty, staff, Emory's news bureau, University Communication and Public Affairs, and Development to offer and coordinate services to enhance the visibility and accurately project the key messages and image of LITS and the University's educational and research mission.
- Plans, administers, and monitors program budgets.
- Implements effective project management and assessment strategies, and develops short and long term goals and objectives; oversees related special projects.
- May represent the program in various national and international settings.
- Collaborates with and seeks the support of representatives from other relevant organizations; establishes and administers relevant policies and procedures.
- Supervises and mentors staff.
- Serves as a member of the Libraries senior management group and works in collaboration with library directors on policy issues affecting all functional areas within the Libraries.
- Oversees dotted line reports in Manuscript, Archives, and Rare Book Library (MARBL) and web development in Libraries Technology and Digital Strategies.

Minimum Qualifications
- Bachelor's degree and seven years of progressive experience in public relations, communications, marketing or directly related field. Must have experience in a not-for-profit organization preferably in an academic environment.
Must be able to manage multiple activities and projects simultaneously, be collaborative and team oriented, possess strong written and verbal communication skills, and effective supervisory skills.

Preferred Qualifications

- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.

Application Procedures

Submit the following online through [http://www.emory.edu](http://www.emory.edu) for job posting #54429BR

1) Letter of interest describing qualifications and experience;
2) Current detailed resume/vita detailing education and relevant experience

Candidates applying by August 24th will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.