COMMUNICATIONS SPECIALIST

Department of Biosystems and Agricultural Engineering
Oklahoma Water Resource Center

Division of Agricultural Sciences and Natural Resources
Oklahoma State University - Stillwater Campus

POSITION DESCRIPTION: This position is a 12-month, non-exempt staff position. This position is a shared position supporting both the Department of Biosystems and Agricultural Engineering (BAE) and Oklahoma Water Resources Center (OWRC). The position reports to both the BAE department head and director of OWRC and works collaboratively with faculty and staff in BAE, OWRC and other units in the College of Agricultural Sciences and Natural Resources (CASNR).

MAJOR RESPONSIBILITIES: The successful candidate must have solid hands-on experience in writing, editing, distributing and providing digital access to news releases, feature stories, internal communications, website and social media copy, and other media materials. Must be skilled in quantifying impacts of OWRC and BAE communications efforts using appropriate analytics such as Facebook Insights, Google Analytics, and other tracking methods. Additional responsibilities may include, but not limited to, serve as a BAE/OWRC liaison with assigned units to ensure news coverage and media attention for ongoing programs; serve as a media relations consultant for faculty, staff and administrators; edit printed and/or electronic materials prepared by faculty and staff, including writing, revising and rewriting to maintain professional communications standards and media standards; plan execute and assist with outreach activities including WRAB meetings, Water Resource Symposium, irrigation conference, seminars, socials, etc., to further the mission of the OWRC and BAE outreach; apply artistic creativity, layout design and discernment to develop and maintain BAE and OWRC websites; knowledge of office technology and Microsoft office software including InDesign, Photoshop, Word and other relevant software desired to assist in the administrative responsibilities of the office; proficient in videography, video editing and photography; trained in website editing and email management; ability to work independently on projects and contribute to project team efforts; ability to travel including day trips, overnight stays or weekend trips to cover conferences, research and other events as needed; other duties as they evolve or assigned. Dependability and trustworthiness required in all work-related functions.

QUALIFICATIONS: Candidates must have a Bachelor's degree in Agricultural Communications, Instructional Development, Journalism, Public Relations, English or a closely related discipline with evidence of pertinent experience. Candidates must have excellent writing skills, communication skills and organizational skills. Candidates must have demonstrated experience in communications including, but not limited to, social media, video, web, writing, editing and content creation.

EMPLOYMENT CONDITIONS: The position is to be filled by October 31, 2019, or as soon thereafter as a qualified candidate is available. Salary is commensurate with qualifications.

APPLICATION PROCEDURE AND DEADLINES: Application packets should contain the following documents: a letter of application (two-page maximum), current resume, collegiate transcripts, and a list of at least three professional references with complete contact information. Incomplete application packets will not be considered. Packets are to be submitted electronically to: http://jobs.okstate.edu and search for ReqID 7422. If an applicant is unable to submit the packet electronically, please call (405) 744-2909.

Inquiries regarding this position may be directed to:
Dr. John Veenstra, Professor and Head, BAE, 405.744.5431, jveenst@okstate.edu
Dr. Kevin Wagner, Director, OWRC, 405-744-5616, kevin.wagner@okstate.edu

Screening of applications will begin October 18, 2019. Applications will be accepted until a candidate is selected for the position. More information on this position and how to apply can be found at https://okstate.csod.com/ats/careersite/JobDetails.aspx?site=8&id=7422.

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