

Position Description

Department of Agricultural Economics
Kansas State University

Position: Communications Coordinator, ¾ time position

Responsibilities: This person is responsible for leading communications and marketing activities in the Department of Agricultural Economics. Specific responsibilities include:

- Develop promotional materials for departmental teaching, research, and outreach programs
- Prepare articles, newsletters and other publications oriented toward lay audiences from technical research information.
- Assist in the design and development of web-based educational resources and promotional materials.
- Serve as program coordinator of the Management Analysis and Strategic Thinking (MAST) distance learning program.
- Design departmental web pages and provide support to faculty and staff in the use of web-based tools and resources.

Qualifications: Required: B.S. degree in mass communications, agricultural communications, journalism, or other communications-related field. Demonstrated proficiency in the development of written promotional materials and converting technical information into publications directed toward lay audiences. Excellent command of desk top publishing software (e.g., Adobe Suite- Photoshop, InDesign, Illustrator, Dreamweaver; Xcelcius- Excel; Video Editing Software- Camtasia) and web publishing and web design tools. Excellent communication skills and ability to work with people.

Salary and benefits: Commensurate with candidate's ability and experience. The Kansas State University benefits package is available to employees working half-time or above.

Apply for this position by sending a Cover Letter, Current Vita or Resume, transcripts, and three references with their contact information to Judy Maberry, Agricultural Economics Administrative Officer, KSU, 342 Waters Hall, Manhattan, KS. 66506-4011, or by email to judym@ksu.edu.

Kansas State University is an affirmative action, equal opportunity employer. KSU encourages diversity among its employees. Background check required.