**University Of Maryland**

**College Of Agriculture and Natural Resources**

**Department Of Agricultural and Resource Economics**

**Position Announcement**

**Position title:** Communications Manager

**Position number:** 128279

**Category:** Staff

**College/Division**: AGNR-College of Agriculture and Natural Resources

**Position Summary/Purpose:**

The Agricultural and Resource Economics Department at the College of Agriculture and Natural Resources is seeking a Communications Manager who will be responsible for collaboratively developing, executing and evaluating communication and marketing plans and associated activities that aim to advance the department’s goals, elevate our brand and image, and engage audiences. The position reports to the Director of Administration. The incumbent will serve in the role of website and digital manager, develop and use stories and/or videos as parts of communication projects, manage relationships with alumni, plan and execute department events, and be responsible for department information management. The successful position holder will be equally excellent in assessing, planning, organizing, executing, managing, and evaluating by applying both technical and life skills, through exceptional stakeholder understanding, relationship building, exceptional organization and execution. They will be a proactive self-starter, strategic thinker, and active listener able to discern opportunities and deliver agreed-upon results. They will be a savvy administrator, organizers of data management and use of data for planning and decision-making. The goal of the department is to engage prospective and admitted students, promote our scholarship and student success, and promote our brand. The Communications Manager should be entrepreneurial at their work and undertake establishing organization-wide relationships that will facilitate a system approach to planning and execution aligned with our needs.

Minimum Qualifications:

● Bachelor’s Degree in communications, agricultural economics, or related field

● 5+ years of professional work experience in a communications role and use of CMS

● Experience using design software to create assets

● Project management experience

● Customer relationship management experience

Preferred Qualifications:

● Master’s degree in related area (especially a business field)

● 5+ years of progressively responsible program or project management experience at an institution of higher education

● 5+ years of experience in the digital communications and stakeholder engagement

● Demonstrated experience in strategic and operational planning and execution in the communications field

● Demonstrated experience planning and executing successful communications campaigns

● Industry certifications

Knowledge:

● Knowledge of digital communications and tools (Drupal, Site Executive, CRM, MS, Google Suite, Adobe Acrobat, Paint, Canva, Video producing, etc.)

● Knowledge of and use of social media communication and platforms

● IT knowledge including desire and ability to continue learning and improving by using technology

● Project/change management basics

● Software applications for business

● Project and process management

Skills:

● Critical and analytical thinking

● Creativity and innovative thinking

● Emotional intelligence

● Relationship building, interpersonal and customer service skills

● Proactive and positive

● Self-motivated curious learner

● Excellent written and oral communication skills

● Organizational and time management skills

● Exceptional attention to detail

Abilities:

● Able to exercise good judgment and make decisions independently

● Able to function in a fast-paced, data-driven, client-centered environment

● Able and willing to work independently and collaboratively

● Able to think strategically and operationally

● Able to manage competing priorities with ease and finesse

● Able to relate to students and other stakeholder from diverse backgrounds

● Able to identify and use technology for business purposes

● Able to successfully work with diverse stakeholders

● Able to troubleshoot and problem solve

● Able to communicate effectively with stakeholders

Required documents:

● Resume

● Cover letter

● Writing sample (at least one)

● Portfolio demonstrating professional success

● Three references

**How to Apply:**

Please visit ejobs.umd.edu to view position details and apply. Include the following selections once on our website: Position number: 128279

**Background Checks:**

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*