



# Department of ADMINISTRATIVE SERVICES Job Postings



## Housatonic Community College

### Director of Communications

CCP 19, 12-Month, Tenure-Track Position  
Full-Time (35 hours per week)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

- Open To:** The Public
- Location:** Housatonic Community College, Bridgeport, CT
- Annual Salary:** \$68,419.00 approximate annual salary with full benefits package.
- Closing Date:** Application materials must be **RECEIVED** on or before **AUGUST 14, 2016**.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Anticipated Start Date:** September 2016
- Minimum Qualifications:** Master's degree in communication, journalism, public relations, or a related field together with five years' experience in journalism, public relations, or a related field.
- The successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:
- Developing strategic programs for effective communications and public relations;
  - Writing and editing effective and appropriate publications and other communications pieces for public audiences;
  - Developing and maintaining effective relationships with media organizations;
  - Strong interpersonal skills;
  - Communicating and managing well at all levels of the organization and with staff at remote locations;
  - Strong problem-solving and creative skills;
  - Exercising sound judgment and making decisions based on accurate and timely analyses;
  - Effective budget management;
  - High level of integrity and dependability with a strong sense of urgency and results-orientation; and
  - PC proficiency is essential (Windows environment).
- Responsibilities:** The Director of Communications is responsible for the development and implementation of a comprehensive program of public relations for Housatonic Community College (HCC), consistent with strategic planning goals and objectives established by HCC. As a member of the President's Cabinet, the Director will report to the President and serve as principal advisor on issues of effective and appropriate communication with the public and media to further the public's recognition of HCC as a world class organization within the higher education arena. Essential duties include:
- Serve as College spokesperson and develop and carry out effective programs and strategies for communicating with the public and positively influencing public opinions and understanding of HCC and its educational mission;
  - Working closely with the President's Cabinet and members of the college community, develop, implement, and maintain a comprehensive and multi-faceted communication plan that enhances the image of the College;
  - Implement innovative marketing and communications strategies that effectively brand the College and promote academic programs;
  - Effectively communicate news about HCC to the media and respond to media inquiries about HCC both externally and internally. This accountability includes marketing the College in media sources (TV, radio, etc.) and cultivating sound relationships with media organizations (mainstream, earned, paid, and social media outreach) and their news staffs;
  - Compose, prepare, and oversee the production of HCC publications, the public website, and other communication instruments to support the HCC's communication and strategies;
  - Edit college documents and promotional materials and provide functional direction to support staff who perform such services as assisting in preparing, editing, and publishing documents as well as general assistance in preparing materials in support of HCC's public relations, and communications efforts;
  - Plan and manage special events that enhance the visibility and image of the College in the community;
  - Attend HCC events hosted on and off campus which may require evening and weekend hours;
  - Supervise marketing and web services staff;
  - Serve on assigned committees and/or task forces such as the College Emergency Response Team;
  - Attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings, which may include evening and weekend hours; and
  - Solicit members for Regional Advisory Council.
- Application Instructions:** Submit a **letter of interest, current resume, and completed (typed) [ConnSCU Board of Regents Employment Application](#)**\* to:
- INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**
- Human Resources Department  
Director of Communications Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

Apply through the HCC Careers Portal by clicking [here](#).

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.) (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Posted 7/1/16