Assistant Director of Media Relations and Communications

Applications are invited for the position of Assistant Director of Media Relations and Communications at Webb Institute.

Primary responsibilities of the Assistant Director (AD) will be in the areas of website development and support, assist with the development and implementation of marketing campaigns, the maintenance and quality control of digital and print marketing materials, and all communications. Digital communications include but are not limited to: the college website, digital signage, social networking sites, email blasts, and alumni/parent portals. Printed materials include but are not limited to: the student yearbook, admissions materials, and ads. The AD will supply photography and video production services to the college which include shooting and editing both long and short form video. The AD will also be tasked to write and edit articles for the website and printed newsletter.

Webb Institute, located in Glen Cove, NY, has a total enrollment of about 85 residential students. The college offers one of the nation’s preeminent undergraduate engineering programs culminating in a Bachelor of Science degree in Naval Architecture and Marine Engineering. All students receive four-year, full-tuition scholarships. The college is on a beautiful 26-acre campus located on Long Island Sound.

Qualifications: A Bachelor’s degree is required; additional education is a plus. Preference will be given to candidates with three or more years of experience in media relations, communications, webmaster, or other related areas. The successful candidate will have consented to and successfully completed a criminal background check prior to commencement of employment. Hours are weekdays, 9am – 4:30 pm. Applicants must have the ability to occasionally work nights and weekends for special events. If available, please include link to portfolio site.

**Required Skills/Experience**
Content Management System (Wordpress)
Adobe Creative Suite
Video production and non-linear video editing
Excellent writing, editing, oral communications, and interpersonal skills

**Preferred Skills/Experience**
Web languages such as HTML, CSS, and Javascript
Working in higher education
Using social media for business
SEO skills

**Compensation:** Salary is between $48,000 and $55,000 commensurate with experience. Webb offers a comprehensive benefit package.

**Contact:** Please send cover letter, resume, and three (3) professional references by April 5th via email to jobs@webb.edu. Reference “Assistant Director of Media Relations and Communications” in the subject line of any email.