POSITION: Assistant Director of Publications  
DEPARTMENT: Communications  
DATE POSTED: 09/28/15

Primary Purpose:
Write, edit and design publications, advertisements and marketing collateral for Stetson University College of Law.

Responsibilities:
- Develop and design external publications from concept to completion, including writing, editing, photography direction, design, art direction, printing and mail supervision.
- Proofread and provide design counsel for e-marketing communications and internal publications produced by the College of Law.
- Write and design advertisements and other marketing pieces.
- Principal writer, designer and editor of the Stetson Lawyer magazine.
- Support media relations, marketing, special events, community relations, and other Communications Office activities.
- Supervise Communications Office activities in the absence of Executive Director of Communications.
- Other duties as assigned.

Qualifications:
BA/BS degree required; in journalism, mass communications, marketing, public relations, or related field; Minimum seven years of experience writing and designing publications, preferably in higher education. Ability to work as a team as well as independently. Should possess strong written and verbal communication skills. Must maintain a high level of organizational skills. Flexibility, multi-tasking, judgment, interpersonal skills and follow-through are required. Excellent customer service skills. Computer skills should include experience with Photoshop, Illustrator, InDesign, and Microsoft Office Suite. Ability to work a flexible work schedule, as needed.

Please visit http://www.law.stetson.edu/jobs Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

The Stetson University community is dedicated to being one of inclusive excellence, where people from all backgrounds can live, learn, work and contribute. Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.