



The College of Architecture and Environmental Design (CAED) at Kent State University is seeking applicants for a full-time Public Relations and Media Specialist. Responsible for the creation, publication and dissemination of promotional materials, event planning and implementation, web and new media account curating. The position will oversee media communication efforts related to programming, content dissemination, student recruitment, advancement, and alumni relations.

The successful candidate is expected to have experience with multiple design platforms, especially the Adobe Suite, web tools and best practices related to PR and marketing. They will also have a working knowledge of comprehensive digital multichannel communication strategy. This position will utilize an entrepreneurial mindset, abilities in graphic design, and demonstrate capacity to effectively engage with others to achieve results. Many opportunities exist for collaboration with external and internal university entities. This position will be charged with developing those connections and working to engage the CAED within multiple communities.

**Required Qualifications:**

- Bachelor's degree or four years' experience (see full details on KSU jobsite)
- CMS, CRM, and web-based communications platforms
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver)
- Graphic design ability
- Event planning and execution
- Demonstrated Writing Skills: including grammar, spelling, punctuation and vocabulary
- Experience with New Media platforms

**Preferred Qualifications:**

- Basic knowledge of HTML and CSS
- Digital fundraising platforms (Drupal)
- Experience working in and motivating teams

**Appointment, Rank and Salary:**

- The position is a twelve-month, full time, continuing appointment.

**Application Requirements:**

- Applications must include the following:
  - Resume
  - Name, email address and phone number of at least three references
  - Examples of graphic work experience
  - Examples of written work

Submit all required materials as an on-line application to KSU Human Resources. To complete the process, go to: <https://jobs.kent.edu/> (Position #989358)

**KENT STATE UNIVERSITY – CAED**  
225 CAE • PO Box 5190 • Kent, OH 44242  
V: 330.672.2917 • F: 330-672-2916 • [www.kent.edu/caed](http://www.kent.edu/caed)