

Marketing, Communication and CLE Coordinator

POSITION SUMMARY: The Coordinator of Marketing, Communication and CLE will assist in the various duties related to Media Relations and Events at the Law School. They will assist the Director with the development and creation of social media content, print communication, and marketing materials. They will coordinate web site materials with the Communication Director as well as the IT Director. They will be responsible for gathering social media content through photos of student, faculty, and staff events—both on and off campus. They will also assist in the planning and implementing of CLE events.

ESSENTIAL FUNCTIONS:

- Assist with publication of Law School magazine (Amicus), outside publications, admission viewbook, and publications for events.
- Monitor MC Law's social media platforms, and assist with creation and posting of materials used across social media platforms for promotion of events, faculty, staff, and students.
- Otherwise assist in the management of social media sites.
- Work with student organizations and other departments to ensure that all media materials and articles are following established policies and copyright laws.
- Be present at, and work with Director to coordinate and share Law School events.
- Support the IT Director during exam periods, and to offer basic tech support as needed.

OTHER RESPONSIBILITIES:

- Maintain collection of photos.
- Assist student organizations and department staff with development of events and materials.
- Work with student worker and student experience group for monthly activities.

DESIRED QUALIFICATIONS (and please list any physical qualifications of the job too):

- Bachelor Degree from an accredited four-year college or university in Marketing, Communications, Public Relations or a related field.
- Excellent writing, proofing and editing skills.
- Photography and Basic website maintenance, and social media skills preferred.

Reports to: Director of Communication, Marketing and CLE