

Posted: 10/16/2024
Annual Salary: \$43,880.00 - \$55,330.00
Status: Full-time, Exempt



[The College of Idaho](#) is seeking a **Communications Specialist** who will be responsible for proactively gathering, writing, and sharing news about the College with both internal and external audiences. They will use various methods to share the news, such as the official website, press releases, story pitches, email newsletters and calendars, admission publications, the alumni magazine Quest, and social media platforms.

The Communication Specialist is tasked with creating, curating, updating, and maintaining content for the official website, PR/media, and social media channels. It is their responsibility to ensure that the website remains accurate, relevant, and updated with content that is appealing to prospective students and families, while also providing value to campus audiences. The Communications Specialist will collaborate closely with the office of Information Technology, Admissions, Development, and other stakeholders across the campus. Additionally, they are accountable for comprehending and supporting online campaigns, encompassing integrated email, advertising, and website initiatives.

The ideal candidate should possess a Bachelor's degree in one of the following areas: mass communications, journalism, marketing, or have at least five years of equivalent experience with demonstrated success in a similar position. They should have experience leading social media campaigns and strategic duties for a professional organization, as well as using a content management system to design, create, and update content across multiple channels. Furthermore, they should be passionate about sharing The College of Idaho story through web and mobile platforms.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.