The College of Fine and Applied Arts (FAA) at the University of Illinois at Urbana-Champaign seeks applicants for the temporary position of Publicity Program Associate. As part of the Office of Communications, the primary function of this position is to write, create, and deliver content that effectively conveys the stories of our college and units.

**PRIMARY DUTIES & RESPONSIBILITIES:**
- Write and edit content (including media releases, website content, newsletters, printed materials, etc.) for diverse audiences.
- Assist with the creation of social media campaigns, schedules, content, implementation, and monitoring.
- Add and update content on current and future websites.
- Ensure accuracy, appropriate voice, and tone of all content.
- Collaborate with communications colleagues within FAA to promote newsworthy events, activities, and achievements.
- Identify opportunities for better engagement and communication with multiple audiences (including potential students, current students, faculty/staff, alumni, and donors).

**MINIMUM QUALIFICATIONS:**
- A bachelor’s degree in communication, English, journalism, or a related field.
- Demonstrated exceptional editing and writing skills.
- Two years of professional writing experience that includes managing and organizing projects.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated talent in managing and organizing projects.

**PREFERRED QUALIFICATIONS:**
- Knowledge of campus branding standards.
- Ability to work in a fast-paced environment while managing multiple projects and meeting all deadlines.
- Ability to work in a complex team environment and relate well to faculty, staff, students, and alumni.
- Experience working with Adobe InDesign, campus’ WebTools, and/or social media channels.
- Demonstrated creative and strategic thinking skills.
- Demonstrated organizational skills and attention to detail.

This is a temporary, full-time, non-benefits eligible, Extra Help Professional position. Hourly rate is commensurate with experience and qualifications. The expected start date is as soon as possible after the closing date.

**APPLICATION:**
To apply for this position, please create a candidate profile at https://jobs.illinois.edu and complete the Civil Service application. Then, send your cover letter, resume, and contact information for three professional references to Andy Blacker at blacker@illinois.edu by Friday, 22 November 2019.
The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEQ. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.