

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Position Guide

POSITION	REPORTS TO	DEPARTMENT
Project Coordinator (Office of Marketing & Communications)	Director of Marketing & Communications	Marketing & Communications

BROAD FUNCTION:

Provides support for the Director of Marketing and Communications, holds primary responsibility for coordination of college photography, external and internal events that support marketing and enrollment management goals, and acts as a liaison between the Marketing and Communications Department and external clients. Coordinates special projects and initiatives for the Marketing and Communications department.

MAJOR RESPONSIBILITIES:

1. Provides all photography for college events, publications, and special projects.
2. Facilitates processes to implement special projects within the department.
3. Provides support to the Director of Marketing and Communications for projects including publicity initiatives, web development, institutional advancement efforts and advertising and publications.
4. Serves as primary departmental contact for external clients who require special project support (i.e., community events on campus or in partnerships in the community).
5. Facilitates communication with other departments regarding internal events and projects that support enrollment goals and institutional image.
6. Promotes teamwork on a variety of projects with designated staff.
7. Other duties and projects as assigned by the Director.

DATE

July 9, 2008

PAGE

1 of 2

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QUALIFICATIONS:

Bachelor's degree in a relevant field, five (5) years work related experience in an educational institution and valid driver's license and insurability to drive College vehicles required.

Knowledge, Skills and Abilities:

1. Knowledge of institutional development and project management.
2. Knowledge of College-supported software and computer systems.
3. Skill in developing and refining processes and procedures.
4. Ability to pay close attention to detail.
5. Ability to communicate well both written and orally.
6. Ability to manage and prioritize multiple tasks.
7. Ability to use office equipment including computer, copier, scanner and fax machine.
8. Ability to demonstrate a cooperative, professional attitude.
9. Ability to use the telephone.
10. Ability to write and maintain accurate records.
11. Ability to work well with minimal supervision individually and in a team-oriented environment.
12. Ability to maintain professionalism, patience, and understanding in stressful situations.

SALARY:

Grade 3

AFFILIATION:

Professional

Term:

12-month

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PAGE

2 of 2
