**Job Title**
Director of Marketing & University Relations

**Classification**
Exempt (Salary)

**Department**
Marketing & Enrollment Services

**Hours Per Week**
Full-time

**Salary**
Commensurate with experience

**Available**
Immediately

**Position Summary**
Develops, implements and maintains a strategic marketing and public relations program which supports and advances the university among its constituents. Maintains the university’s image and identity. Oversees scheduling and production of print and digital projects. Serves as a visible connection between the university and its constituents. Develops and maintains a strong internal communication program. Gathers, organizes and disseminates university data.

- **Education**: Bachelor’s degree in marketing, communications, public relations or related field.
- **Years of experience**: Five (5) to seven (7) years of experience in marketing or public relations, including demonstrated proficiency in marketing planning and development.
  Three (3) to five (5) years of experience in staff management, training and evaluation.
- **Proficiency** with Microsoft Office including Outlook, Word and Excel; TYPO3; Adobe Creative Cloud (including InDesign, Photoshop and Illustrator); and experience with database management.
- **Strong social skills a must**—the desire and skill to initiate and nurture relationships with constituents according to WWU’s code of conduct and standards.
- **Demonstrated written and verbal communication skills** for public speaking, media, and internal/external correspondence.
- **Exceptional listening skills** with demonstrated ability to gather, format and convey information positively and quickly.
- **Flexibility a must**—ability to work outside normal office hours and handle unexpected requests.
- **Demonstrated ability to solve problems**—ability to exercise good judgment, exhibit creativity, and work with others to develop solutions.
- **Strong organizational skills**, must be able to routinely manage multiple projects within budget and on deadline, and delegate tasks and direct others in a detailed, consistent and thoughtful manner.

**Qualifications**
For detailed job description, [click here](#).

**Apply**
- **Apply For This Position** (External Applicants)
- **Apply for This Position** (Internal Applicants, Current employees, not Student)
  *Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*

**Questions**
Human Resources: 509-527-2820 or email: employment@wallawalla.edu