

**University Honors Program, Communications Coordinator  
Position Description (\$13.50/hour)**

**Job Purpose:** Under the supervision and direction of the University Honors Program (UHP) Program Coordinator, the Communications Coordinator (CC) serves as the lead in relation to print and electronic distribution, online and video content. They are broadly responsible for events, media relations and communications, and other duties as assigned. The CC must possess time management skills, a collaborative and inclusive personality to complete complex assignments that require specialized knowledge, and experience related to project management.

**Job Description:**

This position is a Winter 2021 through Spring 2021 commitment with the possibility of continuing into the next academic year and open to University Honors Program undergraduate students with preference given to those whom do not currently hold another paid campus employment position. UHP is an academic program designed to enrich the diverse needs of academic and socially conscious students who are high achieving and show high potential, through rigorous interdisciplinary opportunities, which foster active and collaborative learning, and engage contemporary and enduring issues. The Communications Coordinator duties include, but are not limited to:

**Responsibilities:**

1. Graphic Design using Adobe Illustrator, Photoshop and/or InDesign for creation of promotional materials, flyers, social media content, and web content.
2. Development of program website content, program videos, images and social media content (e.g., Facebook, LinkedIn, and Instagram).
3. Plan marketing campaigns that support program events and content (e.g., Preview Day, workshops, and social events).
4. Photograph UHP events and edit photographs for use in promotional materials, websites, and/or social media.
5. Liaise with on-campus entities to source and price SWAG vendors, and work with program staff to secure vendors and promotional items.
6. Ability to write and edit promotional content, website content, social media content, and program article content.
7. Maintain a basic knowledge and understanding of the University Honors Program.
8. Uphold regular, consistent, and professional communication with active and prospective honors students. Provide a positive, customer service experience at the UHP office and at events.

9. Other duties as assigned.

### **Job Requirements**

1. Availability to work 10-15 hours per week; combination of days and a few evenings.
2. Flexibility to arrange extra-curricular activities to best support the program.
3. Uphold regular, consistent, and professional communication with UHP professional and student staff. Participate in weekly meetings.
4. Maintain strong communication skills, including a willingness to engage in public speaking and promote and encourage participation in educational programs.
5. Organized and detail-oriented; produce highly accurate work, and be reliable and responsible.
6. Work independently or as part of a team on specialized projects and during events. Must also be able to effectively work with deadlines and produce work quickly.
7. Maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
8. Knowledge of and/or experience with professional etiquette and office tasks, including professional dress code and appearance, customer service and front-desk reception, telephone usage, data entry, filing, facility set-up, and general operation of office equipment (fax, copy, and computer).
9. Ability to lift and move boxes or furniture weighing up to 30lbs.
10. Uphold University policies and conduct and the UC Davis Principles of Community.
11. Ability to work remotely as required.