

Position Announcement

JOB TITLE: Director of Communications

The Mississippi Board of Trustees of State Institutions of Higher Learning System Office seeks applications for the position of **Director of Communications**. This position reports to the Deputy Commissioner of Higher Education. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 75,000 students. The System office is located in Jackson, Mississippi.

Job Summary

The Director of Communications will perform a variety of administrative, technical and professional work to develop and execute effective public relations and communications strategies and initiatives. In this position, the Director of Communications is the chief communications officer for the IHL Board of Trustees. The Director of Communications responds to media inquiries and assists with public records requests as well as prepares a broad range of written communications, including speeches, presentations, opinion columns, news releases and talking points. The Director of Communications will also oversee social media efforts in coordination with the Digital Media Manager and manage news conferences as needed.

Essential Functions

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

- Adhere to IHL Executive Office and department policies, procedures, and regulations.
- Respond to media inquiries.
- Assist with public records requests.
- Create communications plans for diverse topics and issues.
- Copy writing and editing for various channels and audiences.
- Employ media intelligence, data mining and data science to monitor and analyze IHL-related content across media channels.
- Prepare speeches, talking points, and presentation materials for Trustees and senior IHL leadership.
- Advise Trustees and senior IHL leadership on communication matters.
- Work closely with the chief communications officers of the public universities to understand issues of importance to the university system.
- Identify and develop strategies for managing high profile issues.
- Develop social media content related to the Board of Trustees in coordination with the Social Media Manager.

Competencies

Strong Interpersonal and Relationship Management Skills Ability to Work with a Range of Constituencies
Ethical Conduct Excellent Oral and Written Communication Skills Experience Managing Time-Sensitive Matters
Confidentiality Initiative

Supervisory Responsibility

This position supervises the Social Media Manager.

Education and Experience

Required: At least a bachelor's degree, master's degree preferred, in communications, public relations or a related field from an accredited university. Ten or more years of experience directly related to the duties and responsibilities specified above is preferred.

Working Environment

This position operates in a professional office environment. This role routinely uses standard office equipment. Applicants are also required to be able to perform assigned duties within a teleworking environment as needed.

Mental/Physical Requirements

Demonstrate ability to work with hands and to work in mechanically oriented situations following supervisor's instructions. General knowledge of various types of office equipment. Ability to work with little or no supervision, given proper instructions. Ability to follow instructions, given either orally or in writing. Ability to read and write and to follow detailed written instructions.

Position type and expected hours of work

This is a full-time, in-office position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some evening and weekend work may be required.

Travel

This position requires occasional in-state and out-of-state travel.

Application Requirements

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are encouraged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to: hr@mississippi.edu or faxed to 601.432.6990.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.