Notice of Vacancy

Position: Marketing Specialist

FSLA Classification: Exempt

Qualifications:
- Bachelor’s degree in Graphic Design, Journalism & Broadcasting, Mass Communication or related field preferred.
- Strong written and verbal communication skills.
- Experience with graphic design, photography and/or website maintenance a plus.
- Experience with Adobe Creative Suite a plus.
- Ability to work both independently, with minimal supervision, and in a team environment.
- Able to deal with a variety of tasks simultaneously and prioritize project deadlines.

Responsibilities: Perform and/or coordinate the following duties:
- Help concept and plan institutional marketing efforts.
- Provide writing/design/photographic support for marketing materials, news releases, website and social media.
- Assist with operation of full-service print shop, including setting up graphic files and operating digital printers and other finishing equipment such as cutters, creasers, folders, stitchers, etc.
- Other duties as assigned.

Salary: Salary will be commensurate with education and experience.

Inquiries: Trish McBeath
Director of Communications and Marketing
E-Mail: tmcbeath@eosc.edu
Phone: 918-465-1804

Application: Submit a current Eastern employment application, resume, professional published or online portfolio (if available) and transcript(s) to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: jbills@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Closing Date: Review of applications will begin immediately; applications encouraged until position is filled.

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and Affirmative Action Employer (AAE)

04/28/14