

Job Code:...101484  
Position #: (NUNC) (E)  
Developed by:.MP  
Reviewed by:.MP, AMC, LK  
Approved by:.MP, AMC, LK  
Date: 8/17/2021

THE UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Specialist, Communications/Office of the President  
**DIVISION:** Office of the President  
**REPORTS TO:** President  
**GRADE:** 14  
**SUPERVISES:** Support staff as assigned

**BASIC FUNCTION:**

Responsible for the research, development and implementation of strategic communications for both internal and external constituencies consistent with the mission and goals articulated by the president; coordinate diverse communications platforms serving the Office of the President, including the office website; work with key campus partners in all areas of the University to deliver consistent messaging and communications that advance both the President and institution's strategic goals and objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Research, develop and implement strategic communications and messaging for the Office of the President; Work with the senior advisor to the president, as well as the Office of Communications and Marketing to ensure consistency of communications.

Develop and write speeches, remarks and related communications for the president dealing with a diverse range of constituencies and issues; undertake special writing projects; conduct research to support presidential initiatives and projects and prepare written materials for meetings, forums and presidential events; develop, manage and monitor content for the Office of the President's website and other social media sites.

Represent the Office of the President on committees and external affairs groups as assigned; Collaborate with all divisions of the University to develop communications and messaging that promote its strategic mission, as well as the president's vision.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related duties as assigned by the President.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database, spreadsheet software, and Web-based applications, and working knowledge of social media systems.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree, preferably in journalism or related communications; Minimum of five years writing experience, preferably including speech writing; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated strong research and analytical skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree; and, Demonstrated higher education communications experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**