

**Asst Dir Research Com & Proj Mgmt
University of North Texas**

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Posted Feb. 19, 2020, set to expire Jul. 3, 2020

Job Title	Asst Dir Research Com & Proj Mgmt
Department	UNT-VP Research & Innovation-190000
Institution	University of North Texas Denton, Texas
Date Posted	Feb. 19, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments Public Relations/Marketing
Job Website	http://jobs.untsystem.edu/postings/35450
Apply Online Here	http://jobs.untsystem.edu/postings/35450
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Job Description

This position is responsible for planning, development, and implementation of project and event management, marketing, and communications for the Division of Research & Innovation. Coordinates with senior leadership staff, acting as team lead, to execute the project management, marketing, and communication the goals of the division.

Minimum Qualifications

Bachelor's Degree in related field and three years of experience in communications, marketing, advertising, or public relations; or any equivalent combination of experience, education, and training.

Knowledge, Skills and Abilities

- Thorough understanding of market segmentation, principles of marketing, integrated marketing

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communications principles and branding.

- Ability to think creatively and identify new integrated marketing opportunities.
- Ability to understand and effectively translate market research and other data.
- Extensive knowledge of Associated Press style.
- Ability to visually inspect products in multiple formats and assess and improve.
- Ability to coordinate and supervise the work of others.
- Proficiency in MS Office and requisite publishing, graphic design, and media tools.

Preferred Qualifications

- * Experience in event planning and project management.
- * Knowledge of HTML, HTML editing tools, JavaScript, Visual Basic, Websphere, graphic design software or other web authoring languages.
- * Understanding of technical requirements in web development, Constituent Relationship Management (CRM) and Marketing Automation Platforms as well as marketing and advertising communication.
- * Experience with creating and managing social media content.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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