Colorado School of Mines invites applications for a new part-time Communications Specialist position in the Division of Economics and Business.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. Mines is a global leader in research and the advancement of technology. Research programs span many areas that focus on the School’s mission in promoting stewardship of the earth, advancements in energy and sustaining the environment. For more information visit us at: www.mines.edu.

Responsibilities: This 50% position ensures active, consistent and meaningful communications on a day-to-day basis with academic and non-academic stakeholders and organizations through online and print communications. With guidance and support from the Division Director, the Communications Specialist ensures that Mines constituents are informed about ongoing activities in the Division and in the Payne Institute. Additionally the position works closely with the degree program directors (Undergraduate, Engineering and Technology Management and Mineral and Energy Economics) to draft and disseminate key marketing information to our potential customer base. In conjunction with the Division Director and faculty, the position will develop an overall communications strategy and plan for Economics and Business. Will create communications and marketing materials, develop website content and assure website maintenance, manage the Division’s social media and design print collateral. Will coordinate with Mines Public Relations staff to assure consistent messaging.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Required are a Bachelor’s degree, preferably in communications, mass media, marketing or related field, and moderate amounts of progressively responsible professional work experience and demonstrated success in a communications role that includes social media. Also required are exceptional editing and writing skills, including the ability to write for a variety of audiences and communication mediums, with exceptional attention to detail. It is critical that the successful applicant understand the importance of targeting communications, including how to write for a specific audience and select the most effective communications medium. Must have experience working with a website content management system, experience navigating social media, including Facebook, Twitter, LinkedIn and YouTube, proven print collateral design experience and media relations experience including writing press releases. Applicants must demonstrate, or show evidence of, excellent oral communication and interpersonal skills, along
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Division of Economics and Business
Part-time Communications Specialist

with excellent organization skills and the ability to multi-task and set priorities. Preference will be
given to applicants who minored in English and/or have extensive writing experience.

**Compensation:** Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

**How to Apply:** Applicants must submit (1) a letter of application that includes web links to at least two distinct pieces of representative work, (2) curriculum vitae, (3) names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search 16-064590, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by March 24, 2016.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.