



Assistant Director for Communications

The Office of Communications at Pitzer College seeks a dynamic marketing communications professional. The position of Assistant Director for Communications will be tasked to develop news, editorial and marketing content and/or copy edits all marketing communication collaterals, including the College's external and internal publications, website, media releases, social media messages and announcements. Provides support in developing College overall messaging and brand by ensuring its consistency, tone, and style across all communication channels.

This position requires a self-starter with strong writing, proof-reading and content development/story telling skills who can work professionally with multiple internal and external college stakeholders.

Learn more about our Office of Communications at <https://www.pitzer.edu/communications/meet-the-staff/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Please note this is a summary of the essential functions and requirements for the position; a detailed description is available at the link provided below.

REQUIREMENTS

Education: A bachelor's degree is required; an emphasis in writing, journalism, communications or marketing is preferred.

Experience: Must have at least five to eight years of demonstrated success in strategic marketing communications, including experience in publication and journalism or ad writing.

COMPENSATION

Rate of Pay: The monthly salary will be competitive and commensurate with qualifications. The pay rate range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply. Relocation is not covered for this position.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY

Priority Deadline: Applications received by August 16, 2019 will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder where you can download our **Staff Employment Application** (required), **Applicant Information Form** (optional) and the full **Position Description**. In addition, please prepare the following in order to complete your application:

1. Cover Letter: Write a letter explaining how your qualifications satisfy the position requirements.

2. Resume: Provide relevant experience with dates and indicate if work was full-time or part-time.
3. Professional References: Provide a list three professional references that can speak to the quality and substance of your work experience; include their name, business title, phone number, email address, and how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advanced notice will be provided.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.