



Notice of Vacancy

Location of Position: (CENTRAL OFFICE – PERKINSTON CAMPUS – Perkinston, Mississippi)

Position Available: Public Information Coordinator	Classification: <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
Date Position Available: August 1, 2008	Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY: (M1) Bachelor’s Degree in journalism, English, communications or related field from a regionally accredited institution of higher learning. (M2) Two years work experience as a reporter, writer, editor or producer for a newspaper, television station, or in-house communications department. (M3) Demonstrated writing, editing and interpersonal communication skills. (M4) Proficient computing skills in a networked environment, familiarity with basic Internet and e-mail, and Microsoft Word. (M5) Valid driver’s license and reliable personal vehicle. (M6) Availability to work a flexible schedule.

DESIRABLE: (D1) Public Relations or publications experience in an educational setting (D2) Familiarity with elements of layout & design (D3) Experience with Media interviewing techniques (D4) Professional video camera experience (D5) Familiarity with Adobe software (D6) Familiarity with crises response communication

The College:
 The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

<p>For additional information on the position, contact:</p> <p>Dr. Chuck Benigno Vice President Institutional Relations and Student Services P O Box 609 Perkinston, MS 39573 (601) 928-6311 E-mail: chuck.benigno@mgccc.edu</p>	<p>Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:</p> <p style="text-align: center;">July 15, 2008</p> <p>Mail all documents to: Human Resources Office P.O. Box 609 Perkinston, MS 39573 E-mail: human.resources@mgccc.edu</p>
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Job Listing Web Address: www.mgccc.edu



Institutional Relations Public Information Specialist

GENERAL STATEMENT OF FUNCTION: The Public Information Specialist is a member of the Institutional Relations team and has primary responsibility for the writing, editing, distribution and tracking of all college public information, including news and feature stories. The incumbent also serves as editor of the In Touch employee newsletter.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Be responsible for the public information functions of the Institutional Relations department, to include news and feature writing.
2. Establish weekly contact with all campuses and centers of the college in relation to reporting and writing responsibilities. Travel to college and community locations to conduct interviews and facilitate media coverage as needed.
3. Promote positive relations with local, state and national media by maintaining frequent contact with reporters, editors and news assignment editors. Schedule and oversee media visits on campus and schedule interviews for college employees with the media.
4. Work in coordination with Institutional Relations editor/writer and photographer in the production of public information releases and college publications; provide current news and feature information for college print publications and to the college webmaster for the college homepage.
5. Maintain a file and record of public information releases; establish, maintain and evaluate a computerized tracking system for public information releases.
6. Assist with scheduling and conducting photography and video interviews as needed.
7. Write and submit articles for state and national publications and media outlets.
8. Assist with special projects and events coordinated by the Institutional Relations department.
9. Serve as the editor for the In Touch Newsletter and be responsible for producing a quality in-house publication on schedule.
10. Take the lead in creating and updating the college's crisis communication plan. Work in coordination with the VP of Institutional Relations and Student Services and other IR staff members to implement the plan as needed.
11. Participate in departmental planning; set and achieve goals and objectives that are compatible with the mission of the college.



12. Assist with the review, writing and updating copy content of institutional website. Provide Webmaster with current news information and other timely public information for the college website.
13. Represent the Institutional Relations office with courtesy, respect and commitment to excellent service when conducting business with students, college personnel or persons outside the college.
14. Update skills relative to new technology that will improve performance of the Institutional Relations department. Pursue professional development when available.
15. Other duties as assigned by the Coordinator of Institutional Relations or Vice President of Institutional Relations and Student Services.