STAFF VACANCY ANNOUNCEMENT

Public Relations Manager

**Department:** Marketing and University Relations  
**Position:** Full-time, 12 month contract  
**Wage:** $31,000 - $34,000, full benefit package  
**Posting Date:** March 2015

**Description**

Manage the university’s public relations (PR) program including strategic planning as a part of Montana Western’s overall marketing plan. Serve as the university’s liaison with area, state, regional and national media. Provide copywriting, proofing and editorial services to support PR and marketing efforts. Lead the content development process as part of the website development team for the university’s web presence. Manage the department’s media contact database. Develop a proactive news gathering organization across campus. Develop and execute a social media plan to support university marketing efforts. Provide photography to support news and marketing efforts. Assist in maintaining the university’s brand.

This position reports to the director of marketing and university relations.

**Requirements**

Bachelor’s degree in journalism, public relations, English or a related area required. PR and/or journalistic experience preferred. Excellent writing and editing skills. Working knowledge public relations and/or journalism. Experience with crisis communication. Experience with writing web content and social networking strategies. Demonstrated photographic skill and experience.

**Qualifications**

Ability to work effectively under deadline pressure, interruptions and frequently heavy workload. Ability to think clearly and communicate with media representatives. Organizational skills to prioritize work and complete assignments in an accurate and timely manner. Effective communication skills, verbal and written, with the ability to relay information in a clear and concise manner. Ability to effectively and tactfully interact with diverse groups of people and co-workers. Work effectively as a team member.
Application

To be considered for this position, please submit the following by April 30, 2015.

Letter of Application stating reasons for interest in the position, addressing the desired qualifications.

1. Submit four samples of your work.
2. Completed and signed State of Montana Application for Employment (PD-25)
3. Names, address and telephone numbers of three references to:

Shelly Kessel, Assistant to the Chancellor
The University of Montana Western Campus Box 119
710 South Atlantic St.
Dillon, MT 59725

Review of applications will begin on May 1, 2015. Anticipated start date is June 1, 2015.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.