



Administrative Communications Specialist Job Description

Job Title: Administrative Communications Specialist
Job Class: Administrative - Professional
Department: Administration
Reports To: Vice President of Academic Affairs and Vice President of Institutional Advancement
FLSA Status: Exempt
Compease: Grade 10
Approved By: Vice President of Academic Affairs and Vice President of Institutional Advancement
Approved Date: 03/03/2021

I. Position Purpose

The Administrative Communications Specialist will provide executive administrative support for academic affairs and institutional advancement. This professional and highly confidential position will also support project management to help fulfill the mission and vision of the College. The role requires a highly resourceful individual with high emotional intelligence, self-motivation, strong verbal and written communications skills, and analytical skills.

II. Duties and Responsibilities

SUPPORT COMMUNICATION AND PROJECT MANAGEMENT: The Administrative Communications Specialist will support communication involving key stakeholders which includes the creation of content for social media, print and digital platforms using marketing concepts, practices, and procedures. The Specialist will develop presentations and correspondence for internal and external audiences. Working with administration, the Specialist will also support the management of departmental and institutional projects, organizing projects in a systematic way to establish priorities, collaborate across departments and meet deadlines.

ASSIST ADMINISTRATION WITH ADVANCING THE COLLEGE'S MISSION, VISION, AND GOALS: The Administrative Communications Specialist will build positive relationships with WSCC employees, students, alumni, donors, and external partners. The Specialist will collaborate with educational institutions, community, civic, and professional organizations and will support continuous improvement, recruitment, enrollment, and retention strategies to advance student success.

PERFORM EXECUTIVE ADMINISTRATIVE OFFICE FUNCTIONS: The Administrative Communications Specialist will receive guests to the Administrative Suite and support the needs of internal and external stakeholders in a timely and professional manner. The Specialist will maintain standards of confidentiality in accordance with FERPA and College policies, collect and analyze data, and prepare reports. The Specialist will maintain calendars and communications, and represent the College at meetings and events as indicated. The Specialist will manage office operations of the VPAA and the VPIA when they are not available. The Specialist will also support grant management.



DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Administrative Communications Specialist will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, make decisions and solve problem; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's degree in Communications, Public Relations, Marketing, or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Minimum of three years of administrative experience, executive administrative experience required.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).