

Job Description

Job Title: Communications Specialist
Job ID: 23127
Location: Tempe campus
Full/Part Time: Full-Time
Regular/Temporary: Regular

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College/Division

College of Liberal Arts and Sciences

Scope of Search

Open to Public

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Posted Rate of Pay

\$32,000-\$36,000/year; DOE.

Duties and Responsibilities

Works with minimal supervision from the director of the Consortium for Biosocial Complex Systems to oversee and manage a comprehensive communications effort for the Consortium and associated Centers. The position will have a strong focus on design, dynamic content development and maintenance of multiple, high-profile Web sites. This self-motivated designer will also lead the unit's marketing efforts. This includes the production and distribution of all mass communication products in support of research, events, educational and outreach efforts.

The incumbent will work collaboratively to develop appropriate communication interfaces and processes for this new Consortium, while providing astute technical, design and marketing assistance to researchers, advancement, program and event staff. Multiple and varied projects involving transdisciplinary and often international audiences, will need to be managed simultaneously and in a timely manner.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM

Minimum Qualifications

Bachelor's degree in Journalism, English, Communications, Marketing, Education or a related field AND four (4) years of related work experience in the development of comprehensive and creative communication; OR eight (8) years of related work experience; OR Any equivalent combination of experience and or education from which comparable knowledge, skills, and abilities have been achieved. Certificates from recognized programs that verify mastery of tools and techniques relevant to the assignment may substitute for up to six (6) months of experience.

Desired Qualifications

- Demonstrated proficiency with HTML (comfortable with hand coding) as well as most major Web development and graphic design software, MAC and Microsoft platforms
- Portfolio of Web and graphic design work
- Excellent written and verbal communication skills
- Creative project management expertise

Department Statement/Gen Info

The Consortium for Biosocial Complex Systems in the College of Liberal Arts and Sciences is a newly-developed collaboration among the Mathematical, Computational and Modeling Sciences Center, the Center for the Study of Institutional Diversity and the Center for Social Dynamics and Complexity and is part of Arizona State University's Complex Adaptive Systems Initiative.

The Consortium was created to develop and promote a new science of biosocial system dynamics that uses a complex systems paradigm, computational thinking and quantitative methods to forge a new and holistic understanding of life and society. Its nearly 50 core faculty and more than 50 affiliated faculty will drive the advancement of transdisciplinary research, real world applications and the education of a new generation of scientists centered on applying complexity sciences and advanced methods to the study of sociality across human and non-human systems.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 67,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Close Date

October 9, 2009

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

Complete the required information and attach a single document, which includes: a cover letter, resume, and the names, addresses and phone numbers of three professional references. Resume should include all employment in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.

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