

Information Officer
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237341>

Downloaded On: Jun. 29, 2024 9:53pm

Posted Jun. 11, 2024, set to expire Jun. 30, 2024

Job Title	Information Officer
Department	Communication Services
Institution	San Diego Community College District San Diego, California
Date Posted	Jun. 11, 2024
Application Deadline	06/30/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Information Officer

San Diego Community College District

Closing Date: 6/30/2024

Position Number: 002633

Location: San Diego Mesa College

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Closing Date: 06/30/2024 Open Until Filled No Classification Title Information Officer Working Title Information Officer Recruitment Limits Location San Diego Mesa College Pay Information Range L (\$7,172.32- \$11,974.46) per month based on the 2023 Supervisory and Professional Employees' Association - Salary Schedule B

New employees will begin on Step A (\$7,172.32). Promoted or transferred employees will be placed as specified in the CBA. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 002633 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory and Professional Administrators Association Range L Department Communication Services The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state of the art facilities, and a world-class faculty and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Information Officer in the Communications department,

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located at San Diego Mesa College. Hours are Monday - Friday, 40-hour work week. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.
Classification Description Click [here](#) for description

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications The following competencies, knowledge and skills are desired:

- Principles in public relations, marketing, advertising, graphics design, standards, and printing services for the techniques of preparing, producing and disseminating information, using all major communications media.
- Principles and techniques of establishing and maintaining good internal and external relations.
- Management of office operations.
- Special events coordination.
- Desktop publishing, donor software, photography, interviewing, speech writing, editing, proofreading and multi-media presentation development including PowerPoint presentation skills.
- Strong oral and written communication skills, including the ability to provide audience appropriate communications.
- Detail-oriented and ability to effectively interact with coworkers, supervisors and general public.
- Serve as a resource providing professional counsel regarding sensitive and confidential issues which have potential impact upon the college's functional and political stability and/or external reputation.
- Direct and manage the development and implementation of the strategic plan for marketing and public relations.
- Plan, develop and coordinate college marketing and recruitment materials that create and maintain a consistent, positive and dynamic public image.
- Keep citizens informed of campus activities and events.
- Produce and maintain inner-agency communications such as newsletters, develop short-range and mid-range communications activities (including measurable goals).
- Write and edit clear, concise, accurate and effective informational materials for public distribution while maintaining design and editorial standards to assure high quality of promotional literature.
- Oversee the production of multimedia for use in campus presentations and online.
- Manage and oversee the college's social media and marketing campaigns.
- Direct and supervise the production and distribution of news releases, public service announcements, media advisories, selected administrative speeches, campus newsletters and articles relative to subjects that support the college goals with general print and electronic media,

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trade media and the college's web page.

- Coordinate with the District's Public Information Office on media relations, campus outreach, and District activities and board participation.
- Participate in crisis response planning and serve as spokesperson to media inquiries including campus emergency/crisis communication, and serve as a member of the College Community Emergency Response Team (C-CERT).
- Establish and maintain cooperative and effective working relationships with others.
- Recommend, prepare and administer a departmental budget.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of staff and students.
- Prepare administrative and financial reports; maintenance of records.
- Provide supervision and work direction to others.
- Perform related duties as assigned by the President.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. **Special Instructions to Applicants:** To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Letter of Application addressing the qualifications listed in the announcement of this position;
4. Unofficial transcripts (optional);
5. Foreign Degree Evaluation (if applicable.);AND,
6. Three Professional References.

Important: To ensure consistency and fairness to all candidates, **please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only**

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complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or e-mail will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via e-mail.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:** Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment); Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment); Present original documents for proof of eligibility to work in the United States; AND Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the CalPERS or CalSTRS website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01668

Major Responsibilities:

Qualifications:

Desired Qualifications:

The following competencies, knowledge and skills are desired:

- Principles in public relations, marketing, advertising, graphics design, standards, and printing services for the techniques of preparing, producing and disseminating information, using all major

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- Serve as a resource providing professional counsel regarding sensitive and confidential issues which have potential impact upon the colleges functional and political stability and/or external reputation.
- Direct and manage the development and implementation of the strategic plan for marketing and public relations.
- Plan, develop and coordinate college marketing and recruitment materials that create and maintain a consistent, positive and dynamic public image.
- Keep citizens informed of campus activities and events.
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- Coordinate with the Districts Public Information Office on media relations, campus outreach, and District activities and board participation.
- Participate in crisis response planning and serve as spokesperson to media inquiries including campus emergency/crisis communication, and serve as a member of the College Community Emergency Response Team (C-CERT).
- Establish and maintain cooperative and effective working relationships with others.
- Recommend, prepare and administer a departmental budget.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of staff and students.
- Prepare administrative and financial reports; maintenance of records.

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- Provide supervision and work direction to others.
- Perform related duties as assigned by the President.

Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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