

Marketing and Communications Assistant

Department: Advancement
Contract: Full Time
Effective: January 4, 2021

Job Summary:

The Marketing and Communications Assistant is based in the Office of the President and Advancement. Reporting to the Vice President for Advancement, this position works day to day under the guidance of the Marketing and Communications Manager who oversees all projects and goals as established by the University's Advancement Department. This includes the creation and monitoring of all external and internal marketing and communications across all University departments, the development and implementation of specific marketing and communication strategies, implementation of all public relations initiatives, and development and design of University materials.

Qualifications:

- University degree preferably in public relations, marketing, communications, or journalism is preferred, or an equivalent combination of education and experience
- Previous experience in a similar role desired but not required

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. Crandall University is a Christian university offering baccalaureate degrees in Arts, Business Administration, Commerce, Science, and Education as well as master degrees in Education and Management. Located in Moncton, New Brunswick, Canada, it was established by the Canadian Baptists of Atlantic Canada. Crandall University is provincially chartered to grant degrees and certificates for undergraduate and graduate programs and serves students from across Canada and around the world. To be considered for appointment, candidates must demonstrate an understanding of and freely embrace the University's Mission Statement and Statement of Faith.

Salary: Level 2 (\$27,710 - \$38,622); placement on scale based on experience
Application Deadline: Competition will remain open until November 13, 2020, or until the position is filled

Qualified applicants please forward a cover letter outlining why you should be considered for this position along with your resume to:

Dr. Robert Knowles
Vice President for Advancement
Robert.knowles@crandallu.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.