

University of Houston – Clear Lake

Position Description

Job Title: **Int'l Media & Marketing Coordinator**

Job Code: **2848**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree.	
Experience	One year of work experience, experience studying or living abroad or working with diverse populations.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The incumbent implements the Office of International Admissions and Programs (OIAP) communication plan for prospective and admitted international students. Responsibilities include: creating social media presence, maintaining website, organizing online events, assisting with the development, writing, and publication of office newsletters and resource materials. Should be knowledgeable about Social Media options including, but is not limited to, Facebook, Orkut, Google+ , YouTube etc. The incumbent will perform other duties as assigned.

Duties and responsibilities	% Time
Implement communication plan with prospective and admitted international students.	60
Engage prospective and admitted students utilizing Social Media.	20
Organize online events to promote awareness about OIAP services. Other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.