

Communications Director



Department: Marketing and Communications

Type: Staff, Full-Time

Stephens College seeks a Communications Director to lead communications activities that promote the college to both external and internal audiences. The Communications Director will oversee print and digital media (design and production), alumnae publications, website content, internal communications, videography, and social media, ensuring that communication activities exemplify Stephens College's core values.

Essential Duties and Responsibilities:

- Supervise project management, videography, photography, design, and web development activities
- Support budget development, implementation, and fiscal management of communications projects
- Act as a liaison between the communications team and its constituents, including college departments, admissions, advancement, and other areas
- Utilize data and analytics to assess success and effectiveness of activities to strengthen the Stephens College brand locally, regionally, and nationally
- Maintain confidentiality

Minimum Qualifications:

- Bachelor's degree in communications, marketing, journalism, or related area AND Five years-experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved
- Must have a strong appreciation for diversity and enthusiasm for working with diverse populations

Preferred Qualifications:

- Experience developing and implementing communications plans
- Leadership experience building, developing, supervising, and energizing a team of communications professionals
- Strong interpersonal skills and situational savvy with the ability to navigate complex environments with diverse constituents
- Experience with problem-solving and decision making
- Working knowledge with the Adobe Creative Suite
- Evidence of effective verbal and written communication

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply:

Submit an online [Stephens College application](#) with cover letter, resume and references. Review of applications will begin immediately and will continue until the position is filled or the search is closed.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.