Director of Presidential Communications

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CALIFORNIA STATE UNIVERSITY FULLERTON™

Director of Presidential Communications

Classificaiton: Administrator II
Department: Presidents Office
Sub-Division:
Salary Range: $11,700 - $14,000 per month
Appointment Type: At-Will
Time Base: Full Time
Work Schedule: Monday - Friday, 8:00 AM - 5:00 PM

About CSUF:
Standing on 241 acres in the heart of Southern California, Cal State Fullerton was founded in 1957 and has grown to serve more than 43,000 students. As a leading campus of the California State University system, the University serves as both an intellectual and cultural hub for the region and a driving force in workforce and economic development.

We are dedicated to student success through innovative, high-impact educational experiences and robust support programs. Equally, we invest in the growth of our staff, faculty, and administrators through orientations, training opportunities, and ongoing professional development.

As a member of the Titan Community, you'll have access to a wide range of campus resources and experiences-including the Grand Central Art Center in Santa Ana, the Arboretum and Botanical Garden, cultural performances at the Clayes Performing Arts Center, Titan Athletics events, the Titan Recreation Center, and our Employee Wellness Program.

Job Summary:
It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff, and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from various career disciplines that share the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

About the Position:

The President's Office at California State University, Fullerton is seeking an exceptional individual to join the team as the Director of Presidential Communications (Administrator II). The ideal candidate in this role should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to inclusivity, openness, flexibility, integrity, and kindness.

The Director of Presidential Communications plays a pivotal role in advancing the mission, vision, and priorities of California State University, Fullerton (CSUF) through clear, authentic, and impactful communications. Reporting to the Assistant Vice President for Strategic Communications and Brand Management, the Director provides high-level leadership in developing and executing comprehensive communications strategies that amplify the voice and thought leadership of the President and university leadership, while strengthening engagement and trust across the campus community. The Director works collaboratively across university divisions, colleges, and units, ensuring that communications reflect the institution's mission, values, and strategic direction. The successful candidate will be a highly skilled communicator, strategist, and advisor, capable of navigating complex issues with discretion, diplomacy, and sound judgment. The role requires a proactive, strategic thinker with an eye toward excellence and a high standard of ethics, discretion, and confidentiality in dealing with internal and external constituencies and stakeholders. Other duties as assigned.

Essential Qualifications:
Bachelor's degree from an accredited four-year college of university in Journalism, Public Relations, Communications, English, or related field. Five to seven years of professional experience writing executive, advocacy, or legislative communications for public or private sector senior executives. Demonstrated excellent written communication skills, specifically as an executive speechwriter. Experience managing voice and message strategies. Demonstrated ability to develop, analyze, use, and present data and metrics as part of the project management process. Experience working effectively with a wide range of collaborators-including academic environments, executive leadership, stakeholders, influencers, staff, alumni, community groups, donors, and elected officials.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

Preferred Qualifications:
Knowledge of methods for researching and identifying communication needs and target audiences through knowledge of web and social media communication platforms, tools, and best practices. Knowledge of interview techniques to effectively define and deliver messages. Ability to interview, research, and write for web, print, and social media. Knowledge of policies, procedures, and regulations pertaining to discrimination, harassment, or related in a public sector organization. Knowledge of relevant Federal and State laws, CSU Executive Orders, and California State University, Fullerton policies. Knowledge of the complexity of historical, national, and local contexts regarding race and equity. Demonstrated project management skills. Excellent communication skills, both orally and in writing, including communicating with empathy, accuracy, and cultural competency at all work levels. Experience with data visualization tools and graphic design is desirable. Excellent interpersonal skills to establish and maintain professional relationships with students, staff, faculty, campus, and system-wide administrators, and visitors to the campus community. Skill in communicating with tact and diplomacy. Skill in utilizing various software applications such as Word, Excel, Google Chrome, and Google Suite with a high degree of accuracy and speed. Knowledge of AI or ChatGPT and impact on communications and content strategies. Ability to function independently and organize workload with close attention to detail, manage multiple tasks and timelines, and make appropriate decisions following campus policies and procedures. Demonstrated technology savviness, including knowledge and experience in various communication channels, project management, and data capture platforms to design and capture multichannel content distribution.

Special Working Conditions:
Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator

Additional Information:
California State University, Fullerton is committed to fostering an environment where students, staff, administrators, and faculty thrive. We welcome individuals ready to make an impact on student and staff success to apply and become part of the Titan Community. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Cal State Fullerton is an equal opportunity employer that prohibits discrimination based on regardless of race, sex, color, ethnicity, national origin, or any other protected status.

As of January 1, 2022, the CSU Out-of-State Employment Policy prohibits the hiring of employees to perform CSU-related work outside the state of California.

The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and must comply with the requirement outlined in CSU Executive Order 1083, revised July 21, 2017.

This position is designated as a Campus Security Authority (CSA) position under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. CSAs are responsible for reporting allegations of Clery Act Crimes reported to them or that they witness. CSA training is required.

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

If you are applying for a staff position, please note that you are not eligible to work concurrently in a staff position and an Academic Student position such as a Graduate Assistant, Teaching Associate, Instructional Student Assistant, or Student Assistant position.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Employee/applicant who applies for a position may be required to successfully complete job-related performance test(s) as part of the selection process.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.

California State University, Fullerton is not currently sponsoring any new H-1B petitions for staff, management, or faculty positions.

Application Deadline: Jan 08, 2026 (9:00 PM)

Apply online at: https://careers.pageuppeople.com/873/fl/en-us/job/553227/director-of-presidential-communications

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