Communications Content Specialist

highereedjobs.com/search/details.cfm

Type: Full-Time
Posted: Today
Application Due: 01/09/2026
Category: Communications, Marketing, and Public Affairs; +1 Libraries

Position Number: 01442A

Department: LIBRARY ADMINISTRATION

Job Description

Reporting to the Head of Libraries' Engagement, this position provides programming, administrative and communications support for Libraries' engagement efforts. This includes managing the Libraries' social media presence, specifically posting, planning, content creation, and analytics. This position will also plan and coordinate small annual events,

while assisting in implementing larger opportunities for engagement. Additionally, this position will manage areas of the Libraries' donor database, including donor recognition.
Knowledge, skills and abilities

- Considerable knowledge of computer applications, including word processing, spreadsheet applications, desktop publishing, Internet searching, and use of AI technology.
- Considerable knowledge of tools and methods for creating digital photo and video content
- Considerable interpersonal, organizational, communication, and project and time management skills.
- Basic analytical skills including problem solving and critical thinking.
- Demonstrated ability to work both independently and collaboratively in a demanding and rapidly changing service-oriented environment.
- Considerable ability to communicate effectively with diverse populations both verbally and in writing.

Special licenses, registration or certification

None
Education or training

None
Level and type of experience

- Basic experience in creating communications assets such as digital and print promotional items, annual reports and gift acknowledgments.
- Basic experience in event planning.

Additional Considerations (supplemental knowledge, skills, abilities, education, experience, licensure, certification)

- Basic customer service experience.
- Some experience in managing displays and exhibitions.
- Some experience working in or with academic libraries.
- Combination of education and related experience indicating possession of the preceding knowledge, skills and abilities.

Conditions of Employment

Usual work schedule Monday-Friday, 8am-5pm. Occasional evening or weekend hours may be required to support Libraries events and programming.
Annual Salary/Hourly Rate: Salary is commensurate with education and experience and begins at $ - $33,828

Job Requisition Number: S03166

Alternative Hiring Process

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth's Alternative Hiring Process.

To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly called a Certificate of Disability) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans may also apply via the AHP if they also provide an AHP Letter.

To request an AHP Letter, use this link: **https://www.dars.virginia.gov/drs/cpid/PWContact.aspx** or call DARS at 800-552-5019, or DBVI at 800-622-2155.
It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex or gender (including pregnancy, childbirth, or related medical conditions), national origin, gender identity or expression, age, veteran status, disability, political affiliation, sexual orientation or genetic information. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Related Searches:

- Communications, Marketing, and Public Affairs
- Libraries

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