



### **Associate Vice President, Communications**

The Associate Vice President, Communications will be a key member of the Arizona Board of Regents staff within the communications team. This position reports to the Vice President, Communications and will be responsible for overseeing content strategy to reflect and advance the board's mission and the public university enterprise in Arizona.

As a deputy to the vice president of communications, this role is responsible for content planning, development, implementation and analysis to determine reach and effectiveness. The position will be a strategic and creative thinker, adept at leading news and feature story development. The position will also serve as a contributing content creator.

The Associate Vice President, Communications must have strong project management experience to keep projects on track and on time. The individual will manage ABOR news and content to ensure accurate, timely delivery of information across multiple communication channels. This includes assigning, researching, writing, and approving content such as editorials, news releases, feature stories, statements, talking points, speeches, scripts, webpages, collateral and more.

This position will collaborate with the communications team, board and university staff and community partners in development of key communication initiatives. Together with the communication team, the individual will provide strategic thinking for media relations, determining strategy and timing for sharing news with media. The individual will assess and guide development and updates to the board's websites.

Minimum qualifications a Bachelor's degree or other advanced degree in a related field and 10 years of experience or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved. Experience in education and/or higher education communications is strongly preferred.

The ideal candidate should have the following knowledge, skills and abilities:

- Be a strong, collaborative leader with outstanding interpersonal skills.
- Be a strong and seasoned writer adept at utilizing various social, digital and traditional communication channels.

- Be a curious and critical thinker with analytical skills.
- Be well-versed in multi-media communications and be able to cultivate fresh ideas for content strategy.
- Excel at creating new, comprehensive communication plans aligned with institutional goals.
- Be self-directed and motivated.
- Be familiar with regional and national print, broadcast and electronic media outlets, and social networks, including web-based and online media/information sites.
- Be an exceptional editor and master of Associated Press style.
- Be able to meet tight deadlines and adjust to changing priorities.
- Understand public higher education and related issues and be able to write about a diverse array of subject matter regarding public higher education.
- Be results-oriented and attentive to detail.

This is a full-time position with health and dental benefits. This position will be eligible for retirement program. Tuition reduction benefits to Arizona public universities are available to employee and their dependents.

Applicants should send cover letter, resume, three to five writing samples and the names and contact information of three professional references who are able to speak to the qualifications listed above to: [hr@azregents.edu](mailto:hr@azregents.edu) or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.