



Nueta Hidatsa Sahnish College

Job Posting

POSITION: Marketing Specialist

DEPARTMENT: Student Services

ACCOUNTABLE TO: V.P. Student Services

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Hourly

PAY RANGE: \$20.00 - \$28.64

CLOSING DATE: Until Filed

Nueta Hidatsa Sahnish College (NHSC) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

POSITION SUMMARY: Responsible for assisting the President and the college's departments with all aspects of marketing and communications, including student recruitment, multimedia projects, and community outreach.

ESSENTIAL JOB FUNCTIONS:

- Performs all marketing, advertising and communication functions for NHSC (ex: College Talk Sessions) including support to NHSC Faculty, Student Services, Administration, staff, and external community and professional outreach.
- Determine the most effective means for marketing NHSC. Serves as the primary contact for all online related marketing items along with public relations communications
- Develop and manage all marketing, advertising and email campaigns in an effort to enhance recruitment leads.
- Work alongside Community Liaisons regarding promoting NHSC within satellite campuses and communities
- Prepare, coordinate internal and external communications, including direct mail, press releases, brochures, websites, and other print, on-line and media communications.
- Represent NHSC at designated college events, seminars and conferences.
- Provides oversight to NHSC Multimedia Department, including equipment recommendations, usage and billing information, and support to college departments through video, audio, and photography.
- Prepare a comprehensive, marketing plan and an annual report that reflects cutting edge strategies and the most effective means to market the college.
- Enter requisitions into my NHSC and/or Jenzabar Ex 6 and follow-up on departmental travel and purchases for the Student Services Department.
- Perform all other duties as assigned by Vice President of Student Services

JOB REQUIREMENTS:

Knowledge: Must have superior verbal, written and interpersonal communications skills; knowledge of equipment and operation of communications media (video, audio, photography, computer graphics and design).

Skills: Must be proficient with Windows-based software [Word, Excel, PowerPoint], web-based publishing using Microsoft IIS, JAVA, HTML, and desktop publishing using InDesign, PageMaker, Adobe Photoshop, and Quark Express and other software to enhance marketing efforts; Must be able to communicate effectively with all levels of staff and management.

Abilities: Must be able to work collaboratively in an office environment, perform assigned duties with minimal supervision, establish effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum Qualifications: Bachelor's Degree in marketing, advertising, multi-media communications, and/or graphic arts; At least 3 years relevant work experience in the marketing, advertising or multimedia communications field.

Preferred Qualifications: Master's degree in marketing, advertising, multi-media communications, and/or graphic arts; At least 3 years relevant work experience; Prior college level teaching experience or staff support in the marketing, advertising and/or multimedia communications field, preferably with a Native American Tribal college.

Applications are available on-line at www.nhsc.edu

Please forward completed application, resume, reference letters and salary requirements to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Drive
New Town, ND 58763
humanresources@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Employment Opportunity Employer