Position Title: Assistant to the Vice President, PR
Department: Public Relations, Vice President
Classification: Staff Associate, non-exempt, full-time (1755 hours annually)
Schedule: 35 hrs/wk during academic year, 30 hrs/wk during summer

This person, working in conjunction with the Vice President of Public Relations and other Public Relations staff members, manages events and publications, coordinates with other offices as needed and assists the public, parent and student constituencies in matters pertaining to Muhlenberg College.

Characteristic Duties and Responsibilities:
A. Provide primary support to the Vice President of Public Relations as needed.
B. Plan, promote and organize all aspects of Board of Associates events. Primary contact for members. Secure facilities, dining services, program speakers, entertainment. Prepare and mail invitations, secure responses, collect and process monies received.
C. Coordinate baccalaureate and spring commencement events including: organizing efforts of other departments, preparing and disseminating informational materials to parents and students, serving as primary College contact for parent and student inquiries. Secure invoices for budget reconciliation.
D. Supervise several work study students and one summer worker including: interviewing, training, scheduling, assigning work and monitoring payroll.
E. Responsible for management, coordination and preparation of all publications for Board of Associates as well as maintaining on-line calendar.
F. Responsible for accounting functions within the public relations office including: budget review and input, purchase order preparation, identification of invoices for payment, maintenance of related records and processing all monies received.
G. Manage President’s Christmas card project. Coordinate photography for staff holiday party.
H. Coordinate all mailings for Board of Associates, neighbors, tuition, Annual Report, commencement and the campus map. Obtain mailing lists for alumni magazine and annual report, solicit and track mailhouse service and handle in-house distribution.
J. Implement placement of nondiscriminatory advertising for the College in the Morning Call and two other major newspapers in the College target market.
K. Manage and facilitate digital photography files. Assign event dates to photographers.
L. Manage United Way campaign including tracking all donations and overseeing all solicitations and prize distributions. Arrange for speaker at annual staff/manager/plant ops meetings.
M. Yearly update of Haas rotunda panels. Secure information from various departments and coordinate with designer.
N. Other duties include assisting President’s office as needed, monitoring RSVPs for special events.
O. Performs other duties as assigned.

Entry Qualifications:
1. Ability to work independently with little or no supervision.
2. Minimum five years experience in executive office environment.
3. Computer literacy.
4. Ability to maintain confidentiality and anticipate deadlines.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.