



FACULTY OF ENGINEERING AND APPLIED SCIENCE

COMMUNICATIONS ADVISOR (BAND LEVEL 7)

Faculty of Engineering and Applied Science
(Contractual Position to January 15, 2026)

DUTIES

Reporting to the Dean of Engineering and Applied Science, the successful applicant will be responsible for aspects of marketing and communications for the Faculty of Engineering and Applied Science (FEAS), including providing strategic communication and public relations advice to the Dean, Associate Deans and Department Heads. The successful applicant will be responsible for the communication, preparation, and dissemination of digital and written communications material. Working closely with faculty and staff members, regarding effective and compelling ways to communicate about FEAS, as well as departmental/non-departmental units and a variety of audiences/stakeholders. This position also works closely with the Division of Marketing and Communications to provide public relations and communications counsel for strategic planning, crisis communications, reputation management, and change management.

Duties include developing, coordinating, and evaluating various communications and marketing plans for the Faculty; establishing communications policies, procedures, and guidelines; designing and compiling materials for and overseeing the production of communications assets including newsletters, reports, speeches, posters, brochures, videos, and social media content; creating digital content strategies and concepts for social media and websites; providing communications advice to approximately 5 departments and 6 units and ensuring that communications efforts across the Faculty are integrated and consistent with the University's brand and strategic goals; researching and writing articles related to activities of the Faculty for the Gazette and other University publications; acting as point of contact for media relations; taking charge of the quality, consistency, and relevance of the Faculty's website and social media channels; leading and/or assisting in the planning and marketing of major events; promoting Faculty activities to internal/external audiences including preparing news releases and announcements; assisting in communications, media, and public relations activities for initiatives, events, and conferences; responding to internal/external requests for information; building and strengthening relationships with potential/current students, alumni, faculty, and key stakeholders including government and the local business community; and performing other related duties as required.

QUALIFICATIONS

Experience (3-5 years) in communications, marketing, journalism, or related work; completion of an Undergraduate degree with major course work in public relations, journalism, or communications; or any equivalent combination of experience and training. Considerable knowledge of the methods and techniques used to disseminate information for promotional purposes to various audiences; excellent written and oral communication, interviewing, presentation, editing, and proofreading skills; and demonstrated experience using social media and websites as an integrated communications tool are required. Must exercise excellent judgement on a daily basis. Moderate graphic design skills; experience in communications project

management, speech writing, media relations; using a variety of related print and electronic media; and experience working in the higher education sector would be considered assets.

SALARY \$58,682 – \$82,150 per annum (Management and Professional)
An upscale hiring step will apply to this position (Step 6)
CLOSING DATE August 2, 2024 by 5:00 p.m. NST
COMPETITION NO. MUN02897

Please note that we will **ONLY** accept applications for this position through our website <https://www.mun.ca/hr/careers/>

All qualified candidates are encouraged to apply; however, preference will be given to applicants who are legally entitled to work in Canada. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.

The personal information requested in your application is collected under the authority of the Memorial University Act (RSNL 1990 c M-7) for the purpose of identifying and recruiting candidates; assessing applicant qualifications; and maintaining records pertaining to the administration of employment with Memorial University of Newfoundland.

If you are a successful candidate, this information will form part of your permanent employment record and will be used for other activities related to the employment process. This information may be disclosed to government departments and agencies as legally required; and to third party service providers, as necessary to administer programs and activities.

If you have any questions about the collection, use and disclosure of the information on this form, please contact MyHR, Department of Human Resources, at recruitment@mun.ca.

Please be advised that we are unable to provide updates on current competitions.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.