

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

## OPEN POSITION

<b>Job Title:</b>	<i>Multimedia Coordinator</i>
<b>Opens:</b>	<i>January 28, 2025 – Open until filled</i>
<b>Supervisor:</b>	<i>Dean of Student Support Services</i>
<b>Classification:</b>	<i>Full-Time</i>
<b>Salary:</b>	<i>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</i>

## JOB SUMMARY

The Multimedia Coordinator develops and implements communications and advertising content for a variety of media platforms. This person will research, write, proofread, and edit all content, and plan and execute public communications. This person also performs complex administrative, research, technical and professional work in providing information and constituent services to the public on a broad range of programs, services, issues, and policies. This person reports directly to the Dean of Student Support Services.

## JOB DUTIES

- Develop (Research, write, proofread, and edit) content and communications about ongoing college projects, events, upcoming issues, advertising and press releases to be communicated to the public.
- Copywriting
- Regularly update social media posting (Facebook, Twitter, Instagram, and SCC website) to advance SCC messaging
- Video and photo editing for social media and website, inclusive of text on photos, collaging, and lighting adjustments
- Prepare and maintain online information about Rocky Boy's Indian Reservation and Hill and Chouteau County
- Plan, develop and facilitate special projects
- Respond to requests for information from students, citizens, tourists and other groups by phone, email and written correspondence
- Prepare and record communication with students and other groups
- Perform a wide range of duties such as research and assist other departments within the college
- Work with leadership and staff to create and implement marketing plans
- Oversee, produce, and disseminate, from conception to completion, a broad array of digital and/or print promotional and communication materials
- Ensure all communication materials present a clear, unified, and positive image using appropriate branding
- Promote and attend special events and functions; promote and report on organizational milestones and activities such as goals and projects, new products and services, community service activities and new hires, promotions, and retirements
- Arrange for photography and/or press coverage for special events
- Create and administer surveys, focus groups, and other audience research to help inform SCC's marketing and advertising decisions
- Other related duties as assigned by supervisor

## KNOWLEDGE – SKILLS – ABILITIES

- Associate's degree in graphic design or related field required
- Bachelor's degree or similar experience with specialized course work in public administration, marketing, travel and tourism, public relations or related field preferred
- Ability to work independently with little direct supervision

Stone Child College has been reaffirmed for Accreditation by the Northwest Commission on Colleges and Universities  
Stone Child College is an Equal Opportunity Employer

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- Ability to work effectively as a team member with departments within the college, departments throughout the Rocky Boy's Indian Reservation, and outside agencies as needed
- Ability to handle multiple projects simultaneously in an effective and efficient manner
- Ability to effectively meet and deal with the public
- Ability to communicate effectively verbally and in writing using proper grammar and punctuation
- Ability to handle stressful situations
- Working knowledge of the principles and practices of modern public administration
- Excellent written and oral communication skills
- Software in relation to meeting the primary responsibility and essential demands of job
- Experience with Microsoft Office products, Adobe editing software, photography and video skills required
- The employee may be required to travel throughout the county, state, and out of state.

## HOW TO APPLY

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume
- Transcripts
- three professional letters of reference with contact information (current)
- SCC application ([www.stonechild.edu](http://www.stonechild.edu))

Via email to: Clarissa Bumpas, Personnel Officer Assistant – [Clarissa.Bumpas@stonechild.edu](mailto:Clarissa.Bumpas@stonechild.edu) only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

**SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.**

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