

JOB POSTING

Job Title: Promotion and Communication Specialist

Institution: Jagiellonian University in Kraków, Centre for European Studies

Location: Ul. Garbarska 7a, Kraków, Poland.

Number of Openings: 1

Hours: approximately 40 hours per week (number of hours a day may be agreed upon in accordance to employer's and employee's needs)

Job type: *Umowa zlecenie*

Closing Date: April 25, 2018

The Centre for European Studies (CES) at the Jagiellonian University is looking for a communicative and dynamic person to join its team, which caters to a large pool of international BA and MA students. We pride ourselves on our high standard of student services and seek to employ a person who will help us promote and develop our programmes. We offer a friendly, international and dynamic atmosphere, an excellent location in the heart of the city centre, and experience in one of the most successful international departments of the Jagiellonian University.

Qualifications / Requirements

Required Qualifications & Education
Native speaker of English or near-native knowledge of English (C2 in the Common European Framework Reference for Languages CEFR)
Very good Polish language skills (C1 in the CEFR) or native speaker of Polish
Higher Education (minimum BA), preferably in social sciences or humanities

Specialist Knowledge and IT Skills
Tech savvy
Hands on experience with social media (also social media management and analytics tools)
Knowledge of online marketing strategies and channels

Person Specification:

- Creative and enthusiastic, enjoying work in a multicultural environment
- With excellent communication skills
- Able to work independently, but also be a team player
- With excellent organisational and time-management skills
- Having experience in events planning, public speaking and presentation skills
- Available to travel abroad

Job Description:

Promotion and communication is responsible for the following:

- Promotion of international English-taught programmes worldwide;
- Communication with current and prospective students;
- Coordination and development of CES Alumni network;
- Webpage management (eg. preparing and updating content and graphics, use of Google analytics, etc.);
- Drafting and supervising the production of promotional materials, communication materials and press releases;
- Managing social media accounts;
- Assisting with other administrative duties related to the functioning of the Centre for European Studies.

Additionally:

- Coordination of the Study Abroad programme (maintaining and developing the partnership network, advising and guiding Study Abroad students).

Terms and Conditions:

A shortlist of candidates will be contacted and invited for interviews in the beginning of May.

The position starting date is **late May 2018**.

How to Apply:

Please send a cover letter and CV via email to: ces.office@uj.edu.pl with the title: job posting – promotion & communication specialist by **April 25, 2018**, 11:59pm.