



STATE OF SOUTH CAROLINA
Northeastern Technical College

1201 Chesterfield Highway
Cheraw, SC 29520

**INVITES APPLICATIONS FOR THE POSITION OF:
Communications Coordinator**

An Equal Opportunity Employer

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OPENING DATE: 03/30/21

CLOSING DATE: 04/19/21 11:59 PM

JOB TITLE: Communications Coordinator

CLASS CODE: BC20

POSITION NUMBER: 134776

SLOT NUMBER: 0002

STATE SALARY RANGE:

\$33,494.00 - \$61,975.00 Annually

AGENCY HIRING RANGE - MIN: 33,494

AGENCY HIRING RANGE - MAX:

LOCATION: Chesterfield County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Thursday, 8:00 am - 5:00 pm; Friday, 8:00 am - 1:30 pm.

AGENCY SPECIFIC APPLICATION PROCEDURES: Persons interested in this opportunity, may apply online at <https://www.governmentjobs.com/careers/sc/netc>. Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Copies of transcripts maybe submitted with the employment application, official transcripts are required upon offer of employment. Northeastern Technical College provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, - including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability.

JOB RESPONSIBILITIES:

The Communications Coordinator will support the growth and operation of Northeastern Technical College through a comprehensive program of public relations and college-wide communications activities including external media relations and internal college communications to support the college's brand of higher education.

MINIMUM AND ADDITIONAL REQUIREMENTS:

SBTCE Minimum: A bachelor's degree plus 2 years of experience related to the development and dissemination of informational material.

PREFERRED QUALIFICATIONS:

NETC Preferred Requirements: A bachelor's degree in Communications, Public Relations, Journalism, or Marketing and two (2) years of experience in a related field.

ADDITIONAL COMMENTS:

Some overnight travel may be required to attend professional conferences and peer group meetings. Driver's License required.