



Office of Work Life Engagement

## POSITION ANNOUNCEMENT

**Position:** Project Coordinator  
**Department:** Marketing & Communication  
**Reports to:** Executive Director, Marketing & Communication

### **Responsibilities:**

Marketing and Communications seeks a motivated, detail-oriented team player with strong customer service focus and ability to manage multiple projects and priorities. The project coordinator will serve as the coordinator for creative services and content strategy ensuring that projects are assigned and completed in a timeline manner, that campus partners are kept up-to-date on project progress, and that conflicts in projects are resolved. The project coordinator will also coordinate logistics, promotion and customer service for some special events related to recruitment or community service activities.

### **Qualifications:**

Bachelor's degree required. Work experience may substitute for education. The successful candidate will have exceptional problem-solving, time management, and communication skills. Ability to organize files, projects, and systems. Ability to manage multiple priorities. Previous experience with office and project management. Previous experience in the area of printing, publication or advertising preferred. Strong commitment to customer service and ability to be high functioning member of a team. Knowledge of Adobe Creative Suite is preferred. Proficiency with Microsoft products is required.

**Benefits:** This is a full-time position. Eligibility for university benefits.

**Position Available:** Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](mailto:staffjobs@anderson.edu) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest and resume to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

**AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.