

**UNIVERSITY OF WINDSOR**  
**NOTICE OF VACANCY**  
**Managerial & Professional**

**POSITION TITLE:**                   **Communications Officer**

**DEPARTMENT:**                   **Office of the President & Vice-Chancellor**

**PRIMARY JOB RESPONSIBILITIES:**

Reporting to the Chief of Staff, the Communications Officer develops integrated communication plans, products, and strategies that support the priorities and emerging needs of the Offices of the President, the Provost and Vice-President Academic (VP, Academic) and the Vice-President, Equity, Diversity and Inclusion (VP, EDI). In collaboration with the Chief of Staff, the Provost and the VP, EDI, the incumbent identifies and develops strategies and communications in response to emerging and critical institutional issues, and in collaboration with the Office of Public Affairs and Communications, tracks communications data to inform planning. The incumbent is involved in executive-level discussions regarding business objectives, priorities and initiatives that involve sensitive labour and employment matters and will exercise judgment in a highly confidential environment.

**ESSENTIAL QUALIFICATIONS:**

The successful candidate will possess:

- A Degree in English, Journalism, Marketing or Communications, or a related field, or equivalent as determined by the department.
- At least seven (7) years' experience with progressive levels of responsibility for communications planning and execution, with a proven record of writing, editing, developing creative communications in print, web and digital platforms for multiple audiences, including at least two with involvement in issues management and/or crisis communications, preferably with previous experience in educational or public sector organizations.
- Professional experience in issues management and/or formal training in issues management and crisis communications.
- Ability to understand the goals, strategy and planning of the Office of the President and translate into compelling communication strategies and content.
- Awareness and understanding of systemic barriers faced by equity-seeking groups; either from first-hand experience, work, and/or educational background.
- Experience in engendering and integrating the values of diversity, inclusion, intersectionality into communications practice, particularly those associated with anti-discrimination and anti-oppression initiatives.
- Excellent judgment, tact, and diplomacy.
- Evidence of success working with cross-functional teams.
- Strong research and data collection skills with experience in policy and institutional matters.
- Strong writing, editing, presentation, interpersonal and project-management skills, with experience in writing informative materials for general audiences as well as briefing documents.
- Experience in digital communications, including development and management of websites.
- Demonstrated ability to manage multiple projects and priorities successfully while maintaining high levels of quality and productivity.
- High level of professionalism and experience dealing with confidential and highly sensitive materials and matters.

- High level of interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including students, faculty, and staff members.
- Excels at working in a fast-paced environment with shifting priorities and situations requiring rapid response.
- Advanced computer skills (MS Word, Excel, PowerPoint, design and publishing software (e.g. Adobe Photoshop, Adobe Illustrator, web design) with extensive experience working with websites and social media platforms.
- Ability to work a flexible schedule where required.

**PREFERRED QUALIFICATIONS:**

- Familiarity with the operation of post-secondary institutions.

The University of Windsor is a welcoming community that is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Employment Coordinator ([employment@uwindsor.ca](mailto:employment@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (OHREA) at [www.uwindsor.ca/ohrea](http://www.uwindsor.ca/ohrea).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

CANDIDATES INTERESTED IN THE ABOVE ARE REQUESTED TO SEND YOUR COVER LETTER AND RESUME TO:

[employment@uwindsor.ca](mailto:employment@uwindsor.ca)

**ON OR BEFORE:**

**Thursday October 28, 2021 at 4:00PM**

*We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.*