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| <b>Job Title</b>      | Research Communications Manager        |
| <b>PVN ID</b>         | JJ-1706-001857                         |
| <b>Category</b>       | Administrative Services                |
| <b>Location</b>       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE   |
| <b>Department</b>     | Office for the Advancement of Research |
| <b>Status</b>         | Full Time                              |
| <b>Annual Salary</b>  | \$68,000.00 - \$76,000.00              |
| <b>Hour(s) a Week</b> | 35                                     |
| <b>Closing Date</b>   | Sep 29, 2017 (Or Until Filled)         |

## General Description

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John Jay College of Criminal Justice of the City University of New York (CUNY) is seeking an experienced individual to manage research communications activities in support of research-active faculty, centers and institutes, and college-wide priorities. Reporting to the Director of Research Operations and Dean of Research, this position will provide comprehensive support for dissemination of the results of externally funded research projects across scholarly disciplines in the social sciences, natural sciences, and humanities; design strategies to increase the impact of the college's institutional priorities; and provide support and training for broad-based initiatives in public scholarship.

## Other Duties

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### the **Research Communications Manager**:

- Ensures successful development and implementation of communication plans for internal, external, and intercollegial communications within the CUNY system;
- works with faculty scholars and in coordination with the college's marketing and communications office to write web articles and press releases for recent discoveries;
- designs and manages web and social media communications and promotional strategies for the Office;
- assists the College's Marketing and Communications Office in facilitating faculty and research centers media relations;
- coordinates promotional and dissemination efforts with partners in government, community-based organizations, corporations, foundations and other funders in coordination with the College's External Affairs and Development Offices;
- collects and reports data on the impact of faculty research and scholarship, including traditional and altmetrics;
- supports the design and execution of the John Jay Research annual report;
- plans and coordinates Office for the Advancement of Research sponsored events and scholarly initiatives, and supports/advises College faculty in organizing research-based conferences, meetings, and events at the College;
- maintains and expands the John Jay Research contact database.

In addition to these core duties, the **Research Communications Manager** will:

- Provide formal training and informal guidance to scholars and researchers on print, video, digital and social media platforms for engaging productively in public scholarship.
- Maintain the College Research blog and other research communications streams.
- Provide support for institutional efforts to participate meaningfully in national and international public discourse on justice-reform issues.
- Manage promotional campaigns in support of Office for the Advancement of Research sponsored events, publications, and trainings.
- Coordinate with the CUNY Office of Research to ensure the visibility of John Jay scholars and researchers in CUNY-wide promotional publications and campaigns.
- Assist the Director and Dean in fostering a culture of public scholarship at the College.
- Be expected to travel to CUNY's Central Office and various CUNY campuses.

## Qualifications

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Master's degree preferred and six years related experience – Experience in supporting research communications in a liberal arts university setting – Experience managing web platforms and social media tools, such as html, WordPress, Facebook, Twitter, etc. – Knowledge of academic-specific social media platforms and tools such as AcademicWorks, Academia.edu, ORCID, ResearchGate, etc. – knowledge of traditional measures of scholarly impact and altmetrics – Excellent writing skills – Experience and skills in designing and implementing promotional materials and campaigns – Strong interpersonal and communication skills – Ability to handle constant and recurring deadlines - Effective organization and time management skills