Saint Michael's College
Job Description

Job Title: Director of Community Relations

Department: President's Office

Supervisor or Manager: The President

Date Created: 07/05/05   Last Revised: 07/05/05   FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• The College is promoted to the external community in a timely, appropriate and sensitive manner
• Current relationships are maintained and new ones are explored for the College with external constituencies
• Good relations are fostered with the members of the College Board of Trustees and local, state and federal governmental offices with issues handled in a timely, sensitive and appropriate manner

Essential Duties and Responsibilities:
• Serves as Secretary of the Board of Trustees
• Maintains regular contact with all members of the Board of Trustees
• Handles all correspondence between the Board and the President
• Manages any communications with and the schedule for the Chair of the Board when he/she is on campus
• Acts as liaison for the Chair of the Board during his/her on-campus visits
• Sets the agenda for the Board meetings in conjunction with the President and the Chair of the Board
• Coordinates travel and housing needs of the Board members for meetings on/off campus for College-related activities
• Represents the College on a variety of local and statewide boards and committees
• Attends a variety of social functions representing the College
• Directs all of the major events for the College (e.g. Commencement)
• Serves on campus-wide committees as needed
• Works with Sodexho in planning the various major social functions of the College

Secondary Responsibilities:
• Works closely with the Office of Special Events, Institutional Advancement, the Student Association, class officers and others as needed to ensure the smooth running of College events
• Maintains good relationships with all departments of the College to ensure cooperation and collaboration

Positions Supervised:
• President’s Office Administrative Assistant

Major Contacts:
• Members of the Board of Trustees
• Members of the Cabinet
• Faculty and staff
• A variety of external constituencies (e.g. local, state, federal governmental agency personnel, various Boards within the community, local service organizations)
• Facilities personnel
• Sodexho
• Office of Special Events
• Student Association, Class Officers, other student leaders
• Alumni and friends of the College
• Local media

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- Safety and Security
- Members of The Society of Saint Edmund

**Demonstrates Excellence:**
- Performs duties of this office in a timely, appropriate and sensitive manner, determining the success of these endeavors by the reactions from external and internal constituencies of the College
- Understands the highly confidential nature of all aspects of this position and realizes that any breach of protocol can have significant consequences to the College and to the President of the College
- Interacts with various politicians (Governor, Senators, members of Congress), the media and local communities with utmost tact, sensitivity and a sense of responsibility, achieving excellence only if their reactions and their continuing associations with the College are positive

**Education and Work Experience:**
- Bachelor’s degree or equivalent combination of education and experience

**Analytic Skills:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required

**Language and Literacy Skills:**
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- None specified

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of Community Relations, the employee must occasionally lift and/or move up to 10 pounds.
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- None specified

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.