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## PUBLIC REL SPEC I

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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## Position Details

### Position Information

**Recruitment/Posting Title** PUBLIC REL SPEC I

**Job Category** Administrative/Support

**Department** NJ Health Initiative Program

**Posting Summary** Reports to the New Jersey Health Initiatives (NJHI) Deputy Director of Programs. Responsible for NJHI communications and program development. Supports the development and implementation of a broad communications strategy to promote NJHI, its programs and grantees, and its commitment to fostering statewide conversations around improving health in New Jersey. Responsible for development of program materials, publications, reports, social media and web content. Provides management support, ongoing monitoring and technical assistance to grantees funded by NJHI. Performs other duties as required.

**Position Status** Full Time

**Hours Per Week**

**Daily Work Shift** Day

**FLSA** Nonexempt

**Grade** 05

**Position Salary** \$57,000

**Annual Minimum Salary** 52557.000

**Annual Mid Range Salary** 65441.500

**Annual Maximum Salary** 78326.000

**Standard Hours** 37.50

**Union Description** URA-AFT Administrative

**Payroll Designation** PeopleSoft

**Benefits** Information about the benefits provided to Rutgers employees can be found at: <http://uhr.rutgers.edu/benefits/benefits-overview>

**Seniority Unit**

**Terms of Appointment** Staff - 12 month  
**Position Pension Eligibility** ABP

**Qualifications**

**Minimum Education and Experience** Requires a bachelor's degree preferably in communications, public relations, marketing, journalism, English, or a health-related field, or an equivalent combination of education and/or experience. Candidates with a Master's degree preferred. Also requires a minimum of two years relevant experience in a public relations or promotions/event planning function. Excellent written and verbal communication skills, including ability to write professionally for varied audiences with attention to detail under tight deadlines.

**Required Knowledge, Skills, and Abilities** Ability to be well organized, with strong interpersonal, time management, and analytic skills. Ability to problem-solve efficiently and expeditiously while maintaining a high level of accuracy and attention to detail and ability to communicate effectively. Proficiency in Microsoft Office suite (Outlook, Word, Excel and PowerPoint). Experience in WordPress as a content management system.

**Preferred Qualifications** Five years of experience in the communications field, preferably focused on public health, public policy, and/or nonprofit agency program development. Experience with multi-level database such as Salesforce.

**Equipment Utilized**  
**Physical Demands and Work Environment**

**Special Conditions** A valid driver's license and travel to and from various meeting and work sites is required.

**Posting Details**

**Posting Number** 15ST3253  
**Posting Open Date** 12/31/2015  
**Posting Close Date**  
**Open Until Filled** No

**Special Instructions to Applicants**

**Regional Campus** Rutgers University-Camden  
**Home Location Campus** Rutgers University-Camden  
**Location Details**

**Affirmative Action/Equal Employment Opportunity Statement**

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation with regard to the application and selection processes (for example, the online application process or interviews) or have any questions about our website accessibility, please call 848-932-3973 or e-mail us at [employmentequity@hr.rutgers.edu](mailto:employmentequity@hr.rutgers.edu).

**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

# Applicant Documents

## Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. List of References

## Optional Documents

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation with regard to the application and selection processes (for example, the online application process or interviews) or have any questions about our website accessibility, please call 848-932-3973 or [e-mail us](#).

To learn more about Rutgers University's commitment to diversity and inclusion on its campuses, [click here](#).

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[Contact RU-info](#) at 732-445-info (4639) | Questions? [Ask Colonel Henry](#) or text us at 732-662-2664.