

## **Director of Global Public Policy**

### **Duties and Responsibilities**

The successful candidate should have professional expertise in international communications. The Scripps Howard School especially desires candidates who are well connected globally and have worked in international environments for a minimum of 5 years. Duties will include, but are not limited to, the following:

- Managing the day-to-day operation of the Global Public Policy Center
- Developing strategic partnerships with the school in key countries around the world
- Leading local activities of the Center, including but not limited to, organizing topical news discussions, seminars, conferences, special events, cultural showcases and educational lectures.
- Maintaining digital communications, reports, and records

### **Requirements**

The ideal candidate must possess at least a master's degree in communication or equivalent experience. The successful candidate will have professional experience in a media and/or communications-related field (public relations, marketing, advertising, journalism, etc.).

### **Qualifications**

The successful candidate must possess the following skill set:

- National and international contacts
- Ability to develop and build partnerships.
- Outstanding interpersonal, oral and written communication skills in English. Proficiency in a foreign language is desired.
- A high level of energy and initiative.
- Excellent organizational skills.
- Ability to multi-task.
- Appreciation of a diverse working environment.
- Ability to work in a participatory and collegial setting, managing multiple projects effectively.
- A collaborative and congenial spirit.
- Proficiency in Microsoft Office; understanding of digital media.
- Capability to adapt to new and emerging technologies.

### **How to Apply:**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at [HROffice@hamptonu.edu](mailto:HROffice@hamptonu.edu) or fax to (757) 727.5969.

Office of Human Resources  
Hampton University  
Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.