



FOR HR USE

POSN Number TBD

D R A K E U N I V E R S I T Y
F A C U L T Y J O B D E S C R I P T I O N

NAME:	VACANT	COLLEGE/SCHOOL:	SCHOOL OF JOURNALISM & MASS COMMUNICATION
DEPARTMENT:	PUBLIC RELATIONS	TITLE:	ASSISTANT OR ASSOCIATE PROFESSOR
REPORTS TO:	DIRECTOR AND DEAN		
TO APPLY:	Submit cover letter expressing teaching and advising philosophy and interest, current vita or resume, and contact information for three references to: Ronda Menke, Search Committee Chair SJMC Drake University 2507 University Avenue Des Moines, IA 50311 Email: ronda.menke@drake.edu		

ESSENTIAL JOB FUNCTIONS

Teach courses in public relations principles, writing, and publicity. Other courses may include research methods and campaign strategies, news writing, intro to visual communication, new/multi- media and media responsibility. 3-3 load. Share advising for public relations students.

Comments:
 Date position available: August 2009

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION:	MASTER’S DEGREE REQUIRED, ADVANCED DEGREE PREFERRED
EXPERIENCE:	Substantial professional experience in public relations
OTHER ESSENTIAL TRAINING	FAMILIARITY WITH TECHNOLOGIES USED IN MODERN MASS COMMUNICATION (I.E., DIGITAL PHOTOGRAPHY, PHOTOSHOP, PAGE DESIGN AND WEB DESIGN SOFTWARE)

AND SKILLS: