

DESCRIPTION OF THE POSITION

Senior communication assistant

References of the competitive exam:

Corps: ASI – ‘assistant-e d’ingénieur’ (engineering assistant)

Nature of the competitive exam: external recruitment

Branch of professional activity (BAP): F – Culture, communication, knowledge production and dissemination

Position-type: n°F3B46

Number of jobs offered:1

Localisation of the job: Communauté d’universités et d’établissements (COMUE) 32, avenue de l’observatoire – Besançon

Registration on internet « <http://www.enseignementsup-recherche.gouv.fr/recrutements/itrf> » **from April 3rd to April 27th, 2018**

The registration has also to be made by sending back the file to the organization center to be post-marked **on April 27th midnight at the latest.**

Definition and principal characteristics of the position type on internet:

https://data.enseignementsup-recherche.gouv.fr/pages/fiche_emploi_type_referens_iii_itrf/?refine.referens_id=F3B46#top

Main activities:

The senior communication assistant:

- Manages projects linked with doctoral schools, training and student entrepreneurship
- Participates in the communication strategy and promotion of the ‘Université Bourgogne Franche-Comté’ (UBFC)
- Maintains social networks (Twitter, Youtube, Facebook)
- Identifies communication needs, establishes a yearly planning of events
- Contributes to the website development, its updating and evolutions
- Organizes institutional events
- Works in collaboration with the executive assistant on the graphic part of communication and on the graphic identity
- Works in conjunction with the scientific communication officer in order to ensure consistency between the projects
- Relays and promotes news from the UBFC member institutions
- Manages media relations with the chief of office and is responsible for the updating of the press database
- Products the press review
- Assesses the cost of operations
- Coordinates and/or creates internal and external communication tools (newsletter, leaflets, flyers, invitations, business cards, presentation, video, etc.) in order to foster the information flow
- Takes part in all the communication projects

Required skills:

The main following skills are required:

- Proficiency with communication and multimedia tools and technologies

- Proficiency with communication techniques
 - Good knowledge of project management methods
 - Ability of confidence building with the internal and external environment
 - Written communication skills and broad general knowledge
 - Ability to design and carry out contents
 - Know how to manage emergency situations
 - Coordination skills and adaptability
 - Listening skills and ability to convince
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- Have some knowledge about the University environment and the administrative context
 - Have a good understanding of the main principles regarding communication law
 - Know public procurement procedures regarding communication
 - Know how to plan activities and tasks and meet deadlines
 - Have a critical sense, organization skills and an intellectual curiosity
 - Master the English language

Work environment and context:

The senior communication assistant will be under the authority of the chief of office. He-she will work within the communication department which is part of the UBFC Office of the President.

He-she works in contact with the scientific communication officer, with all the UBFC departments, the service providers and the communication departments of the UBFC member institutions.