The Faculty of Information Technology and Bionics, Pázmány Péter Catholic University is seeking applications for the position of

**International Marketing and Communications Coordinator**

**Short description of the position**

We are looking for an enthusiastic International Marketing and Communications Coordinator with expertise in external communications of an institution, to help us in our overall marketing efforts, promoting and publicizing the Faculty’s international study programs and services. The aim is to create, maintain and strengthen the Faculty’s overall brand through all international channels. The international communication activities of the Faculty are carried out under the supervision of the Head of the Dean’s Office and the Head of the International Relations Office.

**Primary duties and responsibilities**

Marketing tasks of the *Image Processing and Computer Vision (IPCV)* international Master’s program (management of the program website, development of communication materials, announcements through different platforms, etc.).

**Further duties and responsibilities**

- Promotion of the international scholarship programs available at the Faculty (Stipendium Hungaricum, Scholarship for Christian Young People, Diaspora Scholarship Program)
- Marketing of the Faculty’s international study programs
- Online and offline media management
  - regular updating of English website of the Faculty, publishing news, current events, relevant information
  - managing the digital marketing channels (e.g. website and social media) of the Faculty
  - content creation (report on events, news, interviews, etc.)
  - updating Faculty brochures, drafting and editing publications
  - designing marketing materials for the Faculty’s online and offline international events (e.g. posters, flyers, short videos, etc.)
  - management of international study portals
- Contribution to the preparation and management of international events (online and offline conferences, open days, visits, etc)
- International media monitoring and press review
- Occasional translation (Hungarian to English, English to Hungarian)
Required skills and qualifications

- University degree
- Advanced (C1) communication skills in English, both written and spoken (a B2 certificate is acceptable, with a commitment to obtain a C1 certificate within one year)
- Creative mind with excellent interpersonal, written and oral communication skills
- Confident use of MS Office Suite (Word, Excel, PowerPoint), Google Drive, online collaboration tools, etc.
- Reliable and ambitious performance in teamwork
- Extrovert personality, enjoying social interaction, being able to host/coordinate international events
- Interest in keeping up with the latest developments in the social media and digital marketing landscape
- Openness towards the use of new software
- Ability to apply critical thinking to solve problems in an everyday work setting
- Demonstrated experience in prioritizing and handling multiple tasks and deadlines
- Ability to gather large amounts of data and convert them into meaningful analysis
- Strong work ethic and attention to detail
- Action-oriented attitude: hardworking, task-focused, initiative-taking personality

Preferred skills and qualifications

- Qualification relevant to the position (e.g. Media and Communications, International Relations, English or a related discipline)
- Experience in communications or journalism, managing websites, content-based communication, outreach to target groups, digital communications
- Some graphic design and photography or video production experience
- Work experience in a higher education institution
- Experience in event organization
- Background knowledge in information technology and/or bionics; experience in science communication
- Practicing Christian with a solid knowledge and understanding of Church teachings
- Church reference

What we offer

- Modern work environment, comfortable working conditions
- Varied and challenging tasks
- Stable workplace, family-like atmosphere
- Vibrant, caring and cohesive team; excellent relationship with the lecturers, students and administrative staff of the Faculty
- Work in a Christian community
- Good work-life balance; flexible working hours (occasional home-office work is possible)
- Support for life-long learning
- Mothers returning to work after maternity leave and/or mothers of large families are welcome
Application procedure

The application material should be sent via email to the following address: deans.office@itk.ppke.hu

Supporting documents:
- CV with photo
- cover letter demonstrating your fit for the position based on your experience, accomplishments and skills as well as your desire to advance the mission of the University, including your personal (family) background (both in English and in Hungarian)
- soft copy of language certificate(s)
- soft copy of university degree/qualification documents
- privacy statement duly filled and signed by the candidate – attached to this call
- Church reference is a plus

Deadline for application: 11 November 2021.

A review of the application package will determine whether the applicant meets the basic requirements listed in the announcement. We will contact successful shortlisted applicants for an oral interview and a practical test.

Further information

- Job location: 1083 Budapest, Práter u. 50/a
- Employment type: part time, 20 hours per week (with optional home office hours)
- Remuneration: upon agreement
- Széchenyi Recreation Card (“SZÉP kártya”)
- Commencement of employment: as soon as possible (1 January 2022 at the latest)
- Further information about the Faculty is available at itk.ppke.hu