The Grady College of The University of Georgia invites applications for a non-tenure track full-time Academic Professional, to begin August 2016.

**Rank/Salary**
Academic Professional. Salary will be commensurate with qualifications and experience.

**Responsibilities**
The person hired for this position oversees daily operations of the New Media Institute including but not limited to instruction and curriculum, advising and scheduling, supervision of staff, managing facilities and equipment, planning external communication, recruiting students, and managing additional university-wide programs including organizing the annual TEDxUGA event.

**Qualifications**
Ph.D. preferred, M.A. required, preferably in Mass Communication or closely aligned field. Demonstrated excellence required in helping manage a highly diverse, fast-paced and complex academic unit. Additional qualifications include familiarity with CRM database software, an ability/willingness to travel and an ability to teach two courses per semester in addition to administrative and development responsibilities. Highly desired is a minimum of two years of significant non-academic professional experience in the digital media industries and ability to identify grant opportunities and develop successful proposals. Other required experience and competencies are listed below.

**Experience Required**
- Two years university-level experience teaching courses in new media technologies and new-media event planning and execution.
- Detail-oriented management of student and staff employees and university facilities and equipment.
- Successful generation of corporate and individual gifts; successful execution of fundraising/crowdfunding campaigns.
- Successful management of certificate completion paths for 300+ students and oversight of individual students earning internship and independent study credit or relevant experience.
- Skillful management of communication initiatives with both internal and external audiences and social media accounts on a variety of popular platforms.
- Successful establishment and maintenance of relationships with alumni, industry friends, and donors.
- Successful planning of simultaneous events for internal and external audiences and directing student, faculty, and staff planning committees.
Knowledge, Skills, Abilities and/or Competencies Required

- Thorough understanding of current media trends and the current job market within the media industry.
- Thorough knowledge of curriculum development, course scheduling, purchasing policies and procedures, and budget management or relevant experience.
- Familiarity with website management systems and ability to manage multiple websites simultaneously.
- Willingness to work evenings and weekends as needed.

Application Deadline
Screening of applications will begin January 1, 2016, and will continue until the position is filled.

To Apply
Submit a cover letter, names and contact information for three references, and a curriculum vitae. Package these into a single PDF document with a file name that starts with your last name, and attach to an email message sent to Ms. Cheryl Christopher, Department of Entertainment and Media Studies, at cherylch@uga.edu.

If you have questions about the position, please contact Prof. James Hamilton, Search Committee Chair, Department of Entertainment and Media Studies, Grady College of Journalism and Mass Communication, University of Georgia, Athens, GA 30602-3018; email hamilton@uga.edu, (706) 542-3556.

More about the NMI and the Department of Entertainment and Media Studies
Celebrating its 15th anniversary this past spring, the New Media Institute has grown to be one of the most dynamic interdisciplinary units on UGA’s campus. It is an interdisciplinary teaching and research unit exploring the critical, creative, and commercial facets of digital media technology. The NMI offers the New Media Interdisciplinary Certificate, a credential certifying the student’s understanding of and proficiency in new media. Students earn the certificate while completing degrees in their chosen fields of study. Students who have earned the New Media Certificate have gone on to successful careers in many diverse fields including advertising, public relations, software development, startups, user experience, and graphic design. For more information, see http://mynmi.net/.

More about the Grady College and the University of Georgia
Learn more about the Grady College at www.grady.uga.edu. Georgia is well known for its quality of life both outdoors and urban activities (www.georgia.gov). The University of Georgia (www.uga.edu) is a land/sea grant institution located in Athens 70 miles northeast of Atlanta (www.visitathensga.com). Athens is consistently named one of the best college towns in the United States and is known for its many recreational and cultural opportunities, its music scene and college athletics (www.visitathensga.com).

The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.