

Public Information Officer

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a highly motivated, detail-minded individual with media relations experience to support the Communications department.

The Public Information Officer is the spokesperson for the organization, responsible for crafting consistent, accurate responses to inquiries from external constituents (including media, students, and parents); managing HLC's crisis communication efforts, developing clear and accurate public information about HLC and its work; monitoring the use of HLC's name by others; and providing materials and information for institutions on how to promote their relationship with HLC.

Qualifications and Competencies

- Bachelor's required.
- A minimum of five years' experience working in media relations is required.
- Demonstrated tact and diplomacy skills.
- Regulatory or association experience preferred.
- Ability to quickly adapt to an organizational voice.
- Excellent editing and writing skills.
- Experience with standard office software and technology.
- Ability to work independently as well as in a team environment.
- Strong attention to detail.
- Demonstrated ability to effectively organize, prioritize and manage a high-volume of assignments in a timely manner and within timelines, often with frequent interruptions.
- Strong interpersonal communication and relationship-building skills to establish and maintain effective working partnerships.

To Apply

Submit letter of application, resume, and three work references to pio@hlcommission.org. Electronic submissions in one PDF file are preferred. Review of applications will commence August 20, 2021. Please do not call to inquire about the position. More information is available in the Position Description.

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 affiliated colleges and universities. HLC has approximately 60 employees. HLC offers a rich benefits package: The HLC office is closed the week of Dec. 24-Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days. Due to COVID-19, HLC is encouraging remote work for most employees when possible at this time. On a pilot basis, HLC will be implementing a hybrid work environment. During this time, the Public Information Officer position is expected to work on site at the HLC office in the Chicago Loop two days per week.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to sbyrne@hlcommission.org.