HERKIMER COUNTY JOB OPENING

Department: **Public Relations - Herkimer County Community College**

Title: **Public Relations Assistant**
Full-time Opening, Permanent Position

Salary: **$37,872 (2026 base pay rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for implementing and assisting with public relations, marketing, and communications programs. The duties involve responsibility for planning and carrying out promotional and informational functions and building a strong working relationship with the media and other partners. Additionally, the duties require the incumbent to establish and maintain good rapport with the media, staff members, and various community organizations. The position requires imagination and a demonstrated flair for writing and visual presentation of informational material. The work is performed under the general direction of a higher level supervisor with wide leeway allowed for carrying out the details of the work. Generally, supervision is not a responsibility of employees in this class. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS:

Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in media technology, journalism, communications, public affairs, public relations, or a closely related field; **OR:**

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in media technology, journalism, communications, public affairs, public relations, or a closely related field **AND** two (2) years of experience involving public relations, marketing, educational or community outreach.

NOTE: Verifiable part-time experience will be pro-rated toward meeting the full-time experience requirements.

CONTACT:

for further information:

Lori Nichols, Director of Human Resources
Herkimer College
100 Reservoir Road
Herkimer, NY 13350
315-866-0300 X8329
Apply at: https://www.herkimer.edu/about/employment

Please Post for 10 Working Days (11/18/2026 through 12/3/2026)