

BOARD OF  
**Regents**



ARIZONA'S PUBLIC  
UNIVERSITIES

**EDUCATE • DISCOVER • IMPACT**

### **Manager, Constituent Communications**

The Manager, Constituent Communications under the direction of the Vice President of Communications provides support in the development of correspondence and management of constituent relations and public records requests.

The Manager, Constituent Communications assesses and reviews incoming correspondence to the board from community constituents, determines appropriate action by working cooperatively with board staff to research, draft and disseminate appropriate responses. Prepares draft correspondence on a wide variety of topics to a range of constituencies, researching issues and policies to provide background information for responses. Proofreads correspondence for grammatical, typographical and formatting errors; edits for professional style and tone. This position administers the statutory public records function for the board, including gathering records and responding to the public records requests received by the board. Works collaboratively to coordinate correspondence drafts and public records requests as needed/requested. Maintain logs, monthly reports, and files of public records requests and constituent inquiries and responses.

Minimum qualifications: Bachelor's degree in Journalism, English or related field AND three years of experience in managing public records requests, composing, and editing; OR, seven years of experience in composition and editing; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Send cover letter, résumé, names and telephone numbers of three work-related references to: [hr@azregents.edu](mailto:hr@azregents.edu) or ABOR • 2020 North Central, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on June 5, 2017 and will continue until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.