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Communication Intern at Management University of Africa

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Job Description

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The Management University of Africa (MUA) is a premier private university that aims at providing innovation, leadership and management solutions to industries and communities in Africa and beyond. The distinct focus of the Management University of Africa is to be the centre of excellence in capacity building in management, leadership, governance and entrepreneurship. At MUA we believe that it is only people who have mastered themselves and discovered their potential, who are best equipped to contribute responsibly and effectively towards the sustainable development of this country. To this end, we have made every effort to create an environment for our students to discover their inherent talents and to equip them with the necessary skills and capacity to employ the same effectively. MUA is Located on Popo Road, South C Nairobi, Nairobi Kenya. The University also owns 80 acres of land in Kisaju, Kitengela for future development.

KEY DUTIES AND RESPONSIBILITIES

Collaborate with the Marketing and Corporate Affairs team and the various departmental heads to gain an understanding of how and what is to be communicated to reach the primary audiences (prospective students/parents, alumni, and the on-campus community).

Conceptualize, create and publish daily content (combining original text and images as well as text, images and videos provided by the Corporate Affairs Department) that enhances affinity for MUA

Share stories of community's successes, success stories for alumni and current students that build meaningful connections and encourage engagement.

Employ innovative tactics to grow the audiences of each of the main University social media accounts.

Serve as an ambassador for the Marketing & Corporate Affairs departments, which includes seeking out story ideas for social media as well as the website.

Encouraging members of the community and students utilizing the social media platforms to connect with the MUA social media platforms.

MUST possess animation, photography and videography skills

Provide support to the event organizing teams during live and online events

Working with faculty and research department to make their research relevant in the mainstream media such as op-ed pieces and setting up interviews

Organize for culture week, Sports and CSR events in collaboration with the Dean of students.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

Bachelor of Arts Degree in Journalism and/Public Relations/Communications/Marketing or a Diploma in a similar field.

Minimum one year of experience in Online Marketing and/or Social Media Management.

Excellent Communication skills

Experienced in social media monitoring

Experience in a fast moving goods company or a learning institution

Familiar with Search Engine Optimization

Sound knowledge of journalistic code of conduct

Excellent writing skills

Cross References and Citations:

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