

Communications

Job Classification

Communications I

Communications II

Communications III

Pay Grade

5

6

8

Education/Experience Requirements

Bachelor's Degree in relevant field

3 months of experience

Bachelor's Degree in relevant field

1 year of related experience

Master's Degree in relevant field

2 years of related experience

Common Activities

Develops journals or other communications materials

May perform some routine administrative or clerical duties

Assists in writing or editing pamphlets, brochures, bulletins, flyers, press releases, and other communication material

Monitors the transmittal of proofs and jobs in progress

Assists in promoting a safe environment by constant observation and supervision

Research and writes pamphlets, brochures, bulletins, flyers, press releases, and other communication materials

Coordinates projects with clients or faculty members

Functions in a project management or editorial capacity

May oversee the design of graphic communication material

May conduct interviews and arrange press conferences

Manages significant communication functions

Handles major and/or special projects with expertise and independence

Supervises the creation of all advertising promotion and publicity materials

Represents and provides information on all facets of the University in response to media and general public

Acts as department manager handling administrative duties

Organizational Impact

The results of actions have only a minor impact on a department's operations. Individuals actions are limited to a single work area and do not affect the overall finances of that area.

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a department's operations. They also may affect the finances of multiple work areas.

Problem Solving

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

Supervision

No Supervision

Interviewing, orientation, scheduling, work assignment and review for temporary employees, students, volunteers, and non-exempt employees.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Contact Level

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

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Financial Budget

Gathers and compiles data for specific projects.

Analyzes data, verifies figures, identifies/discusses questions or discrepancies, and monitors project expenditures.

Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements (such as for grants, gifts, gov. regulations) and recommends for approval.