

# Communications Assistant

**Exempt (Pay Grade 7: \$31,320 - \$46,344)**

**Minimum Education/Experience**

- Bachelor's degree in relevant field
- 1 year relevant experience

<b>Areas of Responsibility</b>	<b>Complexity</b>	<b>Impact of Decisions</b>
Scope of work	<ul style="list-style-type: none"> <li>• Participates in activities within the development, production, and distribution of publications.</li> <li>• Participates in the implementation of communication strategies.</li> <li>• Assists in developing and maintaining informational resources related to scope of work.</li> <li>• Normally receives detailed directions on all work.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions moderately impact the progress and quality of communication with audiences.</li> </ul>
Budget/Financial accountabilities	N/A	
Institutional resources and relationships	<ul style="list-style-type: none"> <li>• Responds to or refers questions to appropriate spokesperson.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions minimally impact the institution or program's image and relationship to funding agents and clients.</li> </ul>
Staff leadership	<ul style="list-style-type: none"> <li>• Participates in a team of exempt and non-exempt staff.</li> <li>• Provides mentoring and coaching to appropriate staff to ensure the successful completion of assigned tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions moderately impact the quality and productivity of the work environment.</li> </ul>