

Information Assistant

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

Minimum Education/Experience

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

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none">• Participates in one or more activities related to developing and implementing an integrated information assistance system and organizational tools for acquiring and retrieving relevant information.• Assists in developing and maintaining informational resources related to the scope of work.• Normally receives detailed directions on all assignments.	<ul style="list-style-type: none">• Decisions minimally impact progress and quality of assigned scope of work.
Budget/Financial accountability	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A
Institutional resources and relationships	<ul style="list-style-type: none">• Responds to or refers questions to the appropriate spokesperson.	<ul style="list-style-type: none">• Decisions minimally impact the efficient use of resources within assigned scope-of-work.
Staff leadership	<ul style="list-style-type: none">• Participates in a team of exempt and non-exempt staff.• Provides mentoring and coaching to appropriate staff to ensure the successful completion of assigned tasks.	<ul style="list-style-type: none">• Decisions minimally impact the quality and productivity of the work environment.