

Communications Associate

Exempt (Pay Grade 11: \$48,876 - \$73,320)

Minimum Education/Experience

- Master's degree in relevant field
- 5 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Often leads multiple activities related to institutional communications, including the development, production, and distribution of publications, and the planning and implementing of communication strategies. • Ensures that work is carried out within defined parameters, making modifications to achieve intended results. • Develops and maintains informational resources related to scope-of-work. • Normally receives general directions on new assignments, particularly those requiring ingenuity and creativity. 	<ul style="list-style-type: none"> • Decisions significantly impact the progress and quality of communication with audiences.
Budget/Financial accountability	<ul style="list-style-type: none"> • Often has budget responsibilities for assigned activities within the scope of work. 	<ul style="list-style-type: none"> • Decisions significantly impact the cost effectiveness of assigned scope of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for the activities that s/he leads. • Identifies and recommends ways to improve and maintain institutional relations with key audiences. • Sometimes participates in the development of new streams of revenue. 	<ul style="list-style-type: none"> • Decisions significantly impact the institution or program's image and relationship to funding agents and clients.
Staff leadership	<ul style="list-style-type: none"> • Often leads a team of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment for a production team, and provides mentoring and coaching to colleagues across the institution to ensure the successful completion of assigned activities. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.