

Information 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 accomplishment of information-related scope of work. • Ensures assigned information related scope of work is carried out in a timely manner and completed at a high level of quality. • Coordinates, develops, maintains, and implements an integrated information assistance system. • Conceptualizes, implements, and develops organizational tools for acquiring and retrieving relevant information. • Normally receives general directions on new assignments that require ingenuity and creativity. 	<ul style="list-style-type: none"> • Decisions significantly impact progress and quality of assigned scope of work.
Budget/Financial accountability	<ul style="list-style-type: none"> • Often has budget responsibility for defined activities within the scope of work. 	<ul style="list-style-type: none"> • Decisions significantly impact cost effectiveness of assigned scope of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for all information-related activities s/he leads. • Serves as primary liaison to clients, recommending avenues for developing institutional resources. • Participates in the solicitation of funding to support current or new information-related activities. 	<ul style="list-style-type: none"> • Decisions significantly impact program or institution's image and relationship to clients and funding agents.
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 staff as appropriate to ensure the successful completion of assigned tasks. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.