

Communications Specialist

Exempt (Pay Grade 9: \$39,120 - \$58,296)

Minimum Education/Experience

- Bachelor's degree in relevant field
- 3 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Participates in and sometimes leads activities related to communications services, including the planning, production, and dissemination of communication strategies and products. • Ensures assigned communication related activities are carried out in a timely manner and completed at a high level of quality. • Assists in developing and maintaining informational resources related to scope of work. • Normally receives general directions on routine work , and detailed directions on new assignments. 	<ul style="list-style-type: none"> • Decisions moderately impact the progress and quality of communication with audiences.
Budget/Financial accountability	<ul style="list-style-type: none"> • Sometimes has limited budget responsibilities for assigned activities. 	<ul style="list-style-type: none"> • Decisions moderately impact the cost effectiveness of assigned scope of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as a spokesperson for the activities that s/he leads. • Sometimes serves as liaison to clients 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 moderately impact the institution or program's image and relationship to funding agents and clients.
Staff leadership	<ul style="list-style-type: none"> • Participates in a team of exempt and non-exempt staff. • Provides mentoring and coaching for appropriate staff to ensure the successful completion of assigned tasks. 	<ul style="list-style-type: none"> • Decisions moderately impact the quality and productivity of the work environment.