

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INFORMATION SERVICES Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for providing public information and outreach services for an academic area, project or small administrative unit.
TYPICAL RESPONSIBILITIES	May include: performing a variety of public information and outreach services for the academic area, projects or administrative unit; responding to public and media requests for information; conducting research and analysing information; writing or editing articles, speeches, news releases, brochures, reports, promotional pamphlets and other communications materials; developing and conducting public presentations; and liaising with internal and external production and media service providers.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding writing and editing communication materials.
SUPERVISION RECEIVED	Works under general direction. Work is reviewed in terms of conformance with established standards and specific objectives.
SUPERVISION EXERCISED	May manage and co-ordinate the work of staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum four years of related experience, or the equivalent combination of education and experience.