

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: INFORMATION SERVICES Level C, Pay Grade 9

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing information and communications services for a large faculty, administrative unit or the university.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing information and communications services for a large faculty or administrative unit or the university as a whole; researching and writing high profile or university-wide articles, reports and media releases; planning and conducting news conferences and media events; developing strategies for communications and media relations; providing media training workshops; developing and implementing large scale communications projects; and serving on university-wide committees and task forces.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding the content of high profile or university-wide communications and media events.
<b>SUPERVISION RECEIVED</b>	Works autonomously within policies. Work is reviewed in terms of achievement of high professional standards in the delivery of communications services.
<b>SUPERVISION EXERCISED</b>	May manage staff, consultants and external service providers.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum six years of related experience, or communication services, or the equivalent combination of education and experience.

Updated: March 5, 2013