

Benchmark Title	Marketing & Communications Assistant
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 5) [Job Code 284801] . Supervision Level 4 or 5 (Pay Grade 6) [Job Code 284802] <hr/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 2, 3, 4, or 5 (Pay Grade 6) [Job Code 284802]
Scope & Level Definition	Jobs at this level provide assistance in the development of marketing and communication material for University programs, including developing direct mail, e-mail, multi-media, newsletters, and promotional material
Sample Duties at this Level	<ul style="list-style-type: none"> . Designs and develops promotional, communication, and presentation material (e.g., direct mail, e-mail, multi-media CDs, newsletters) . Performs design and layout work . Coordinates projects, and oversees the organization of workshops, presentations, conferences, and meeting . Conducts research on content and gathers related materials from a variety of sources . Prepares materials for distribution by performing tasks such as proofreading drafts, completing reference work, and editing and formatting manuscripts . Disseminates materials to the media . Oversees arrangements for printing and distribution of materials . Maintains and updates web pages
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High School graduation, plus two years of post-secondary education, plus three years of related experience OR <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under general supervision . Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation . Job tasks are generally standardized with ability to choose action within limits defined by standard/accepted data, information and procedures . Organization of work to accomplish goals is expected
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties cover work of a minor interpretive and/or technical and/or analytical nature . Compiles, manipulates, and performs calculations on data . Compiles, interprets, and evaluates information to occasionally resolve moderately complex problems . Tasks require some artistic creativity . Ideas developed result in minor changes to existing procedures, practices, standards, specifications, services, or projects

Benchmark Title	Marketing & Communications Assistant
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<ul style="list-style-type: none"> . Moderate interpersonal skills are required . Verifies, explains, and/or exchanges detailed/specialized information . Selects information from more than one source . Responds to basic complaints
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a standard office environment . Work pressures, peak periods, multiple demands, deadlines or interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Significant fatigue results from the requirement for extra attentiveness for performance of most tasks, which are complex and/or lengthy, and/or for which maintenance of accuracy is critical and challenging . The incumbent often does not have the freedom to change tasks because one or more task must be completed within a critical time frame, and/or because the incumbent alone must complete key parts of processes
	<p>This benchmark is for classification purposes only, and is not a job description. Benchmark qualifications represent the amount of education and experience typically required for full performance on the job, and are outlined for classification and compensation purposes. Note that specific "abilities" and "knowledge" required for the job should be outlined in the job description and posting, but are not specified in the benchmark.</p>

Benchmark Title	Publishing Assistant
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 3) [Job Code 284901] . Supervision Level 3, 4, or 5 (Pay Grade 4) [Job Code 284902] <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 2, 3, or 4 (Pay Grade 4) [Job Code 284902] . Second Language required, plus Supervision Level 5 (Pay Grade 5) [Job Code 284903]
Scope & Level Definition	Jobs at this level provide administrative assistance in the publication process for books and/or journals
Sample Duties at this Level	<ul style="list-style-type: none"> . Proofreads publication drafts . Creates and edits graphs and graphics . Creates and edits brochures and promotional materials . Provides administrative support such as word-processing, creating and maintaining filing systems, and making arrangements for required office materials and services . Creates and edits web pages . Arranges for purchase and delivery of materials
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High School graduation plus three years of related experience OR <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works under general supervision . Work is performed in accordance with established procedures and well-defined standard practices involving limited freedom to select which methods are applicable in any given situation . Job tasks are usually well defined through others requiring the use of established guidelines where there is little or no choice of action . Some planning may be required . Performs routine duties independently
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties cover work of a minor interpretive and/or technical and/or analytical nature . Compiles, manipulates, and performs calculations on data . Compiles, interprets, and evaluates information to occasionally resolve moderately complex problems . Tasks require some artistic creativity . Ideas developed result in minor changes to existing procedures, practices, standards, specifications, services, or projects
Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>

Benchmark Title	Publishing Assistant
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
Interpersonal Skills	<ul style="list-style-type: none"> . Basic interpersonal skills are required . Exchanges routine information . Responds to basic requests for information . Provides information that is easily accessible within the work area
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a standard office environment . Interruptions are an expected part of the work, and reprioritization and/or rescheduling of tasks is required for work completion
Physical and Sensory Effort	<ul style="list-style-type: none"> . Significant fatigue results from the requirement for extra attentiveness for performance of most tasks, which are complex and/or lengthy, and/or for which maintenance of accuracy is critical and challenging . The incumbent often does not have the freedom to change tasks because one or more task must be completed within a critical time frame, and/or because the incumbent alone must complete key parts of processes
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Benchmark Title	Editorial Assistant (Books)
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 6) [Job Code 285001] . Supervision Level 3, 4, or 5 (Pay Grade 7) [Job Code 285002] <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 1, 2, 3, or 4 (Pay Grade 7) [Job Code 285002] . Second Language required, plus Supervision Level 5 (Pay Grade 8) [Job Code 285003]
Scope & Level Definition	Jobs at this level provide senior assistance in the book publication process, such as design, copy editing, and coordination of the peer review process
Sample Duties at this Level	<ul style="list-style-type: none"> . Provides editorial assistance on books and related publications, such as proofreading, inputting editorial changes to word processing and page layout files, drafting jacket copy for publications, and coordinating the peer review process by sending manuscripts to expert reviewers and compiling responses. . Provides support for marketing activities, such as maintaining a web site, organizing book launches, coordinating promotional mailings, and designing and preparing layouts for publication announcements. . Obtains printing quotations for books and other publications . Performs research for textbook projects, such as photos, maps, and diagrams
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High School graduation, plus two years of post-secondary education, plus four years of related experience OR <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under minimal supervision . Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation . There are a variety of job tasks requiring ongoing prioritization . Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties cover work of a minor interpretive and/or technical and/or analytical nature . Compiles, manipulates, and performs calculations on data . Compiles, interprets, and evaluates information to occasionally resolve moderately complex problems . Tasks require some artistic creativity . Ideas developed result in minor changes to existing procedures, practices, standards, specifications, services, or projects

Benchmark Title	Editorial Assistant (Books)
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<ul style="list-style-type: none"> . Considerable interpersonal skills are required . Builds rapport and defuses tense situations with people who may be difficult or challenging . Actively listens, and probes for information to clarify requests . Uses tact and discretion when discussing problems and eliciting sensitive or confidential information . Provides interpretation of a routine to moderately complex nature . Makes informal demonstrations or presentations in areas of expertise
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a standard office environment . Work pressures, peak periods, multiple demands, deadlines, or interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Significant fatigue results from the requirement for extra attentiveness for performance of most tasks, which are complex and/or lengthy, and/or for which maintenance of accuracy is critical and challenging . The incumbent often does not have the freedom to change tasks because one or more task must be completed within a critical time frame, and/or because the incumbent alone must complete key parts of processes
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Benchmark Title	Editorial Assistant (Journals)
Group	[2] Administration – General
Sub-Group	(f) Editorial & Marketing
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 6) [Job Code 285101] . Supervision Level 3, 4, or 5 (Pay Grade 7) [Job Code 285102] <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 1, 2, 3, or 4 (Pay Grade 7) [Job Code 285102] . Second Language required, plus Supervision Level 5 (Pay Grade 8) [Job Code 285103]
Scope & Level Definition	Jobs at this level provide senior assistance in the journal publication process, such as design, copy editing, and coordination of the peer review process
Sample Duties at this Level	<ul style="list-style-type: none"> . Provides editorial assistance on print and electronic publications, such as preparing page layouts, content editing, preparing posters, preparing preprints for electronic publication on web site, and coordinating the peer review process by sending manuscripts to expert reviewers and compiling responses. . Monitors quality of print jobs subcontracted to external printers . Provides technical assistance to staff on matters involving typesetting and graphic design
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High School graduation, plus Bachelors Degree, plus two years of related experience OR <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under minimal supervision . Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation . There are a variety of job tasks requiring ongoing prioritization . Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties cover work of a minor interpretive and/or technical and/or analytical nature . Compiles, manipulates, and performs calculations on data . Compiles, interprets, and evaluates information to occasionally resolve moderately complex problems . Tasks require some artistic creativity . Ideas developed result in minor changes to existing procedures, practices, standards, specifications, services, or projects

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Interpersonal Skills	<ul style="list-style-type: none"> . Considerable interpersonal skills are required . Builds rapport and defuses tense situations with people who may be difficult or challenging . Actively listens, and probes for information to clarify requests . Uses tact and discretion when discussing problems and eliciting sensitive or confidential information . Provides interpretation of a routine to moderately complex nature . Makes informal demonstrations or presentations in areas of expertise
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a standard office environment . Work pressures, peak periods, multiple demands, deadlines, or interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Significant fatigue results from the requirement for extra attentiveness for performance of most tasks, which are complex and/or lengthy, and/or for which maintenance of accuracy is critical and challenging . The incumbent often does not have the freedom to change tasks because one or more task must be completed within a critical time frame, and/or because the incumbent alone must complete key parts of processes
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