

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: INFORMATION SERVICES Level A, Pay Grade 6

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing public information and outreach services for an academic area, project or small administrative unit.
<b>TYPICAL RESPONSIBILITIES</b>	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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding writing and editing communication materials.
<b>SUPERVISION RECEIVED</b>	Works under general direction. Work is reviewed in terms of conformance with established standards and specific objectives.
<b>SUPERVISION EXERCISED</b>	May manage and co-ordinate the work of staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum four years of related experience, or the equivalent combination of education and experience.