

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: INFORMATION SERVICES Level B, Pay Grade 8**

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| <b>LEVEL DEFINITION</b>                         | This level covers positions providing public information and communications services for a mid-sized faculty or administrative unit.  |
| <b>TYPICAL RESPONSIBILITIES</b>                 | May include: providing public information and communications services for a small to mid-sized faculty or administrative unit; planning communications projects and budgeting; participating in the development of communications strategies; providing consultative services to departments and schools within a faculty or administrative unit; overseeing contracts and directing services provided by internal and external service providers; and participating in the development of communications policies. |
| <b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b> | Makes decisions regarding communications projects and service contracts.  |
| <b>SUPERVISION RECEIVED</b>                     | Works independently within established guidelines and standards. Work is reviewed in terms of achievement of defined goals.   |
| <b>SUPERVISION EXERCISED</b>                    | May direct the work of internal and external service providers.   |
| <b>MINIMUM QUALIFICATIONS</b>                   | Undergraduate degree in a relevant discipline. Minimum five years of related experience, or the equivalent combination of education and experience.   |