



Job Specification

Job Title: Information Specialist I
BCAT Code: 510X CE
Pay Grade: G10

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Assists in the preparation of press releases, news articles and other documents relating to departmental and University activities.

Examples of Duties

- Assists in writing press releases, news articles and other items on various topics related to the university, its departments and activities.
- Assists in writing letters or speeches for the President's Office.
- Conducts campus tours for visitors such as prospective students.
- Arranges appointments between faculty, staff and visitors.
- Dispenses information about the campus, various programs and activities.
- Assists with various fund raising activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of journalism, public relations or related field.
- Knowledge of GSU campus preferred.
- Knowledge of various computer software packages used for public relations functions.
- Effective proofreading skills.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to conduct campus tours.

Minimum GSU Hiring Standards

Bachelor's degree in Journalism, Public Relations or related field; or a high school diploma or GED and four years experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.