



Job Specification

Job Title: Information Specialist II
BCAT Code: 510X FL
Pay Grade: G11

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

General Description

Prepares press releases, news articles, and other documents as related to departmental and University activities.

Examples of Duties

- Writes press releases, news articles and other items on various topics related to the university, its departments and activities.
- Interviews various members of the faculty and staff in order to write press releases.
- Contacts news media in order to develop story ideas.
- Arrange for faculty and staff to appear on various television and radio shows.
- Edits various publications for printing.
- Coordinates printing and mailing of publications.
- Develops promotional items for distribution.
- Develops brochures and other university publications.
- Writes 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

- Considerable knowledge of journalism, public relations or related field.
- Knowledge of GSU campus.
- 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 a related field and one year 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.