

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Public Relations Facilitator/LC*

**I. JOB INFORMATION**

**Job Title: Public Relations Facilitator/LC (CS 04)**

**Job Class: 41116 FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under general supervision provides public relations support for satellite locations.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides public relations support by performing research, interviewing, writing, editing, and disseminating information for news releases. Provides related photographs as needed.
- Maintains records and archives work. Distributes releases as appropriate. Assists in preparation of promotional and program literature. Inputs edits, and proofs layouts.
- Maintains a comprehensive knowledge of work unit policies, practices, and operations. Routinely provides advice and instructions to internal and external contacts.
- Performs administrative support work and/or lead responsibilities with notable accountability for the work results of support staff or department functions.
- Prepares reports, composes letters, produces forms, orders supplies and tracks budgets.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Excellent interpersonal, verbal and written communication skills. Ability to calculate whole numbers, decimals, fractions and percentages. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

Business Vocabulary, Business Grammar, Business Spelling. Word-Standard. Spreadsheet-Standard (optional). Keyboarding (optional).

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

41110

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*