

Wright State University
CLASSIFIED JOB SPECIFICATION
Public Relations Facilitator

I. JOB INFORMATION

Job Title: Public Relations Facilitator (CS 04)

Job Class: 31322 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

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related 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

31320

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.