Title: Promotion & Publication Coordinator

Pay Scale Group: 13

Essential Function

Under general supervision from a designated administrator, coordinate or manage the operational activities of programs and publications.

Characteristic Duties

- Coordinate or manage the operational activities of programs or publications.
- Assist in the recommendation and development of operating policies and procedures.
- Plan the scheduling of publications or events in designated programs.
- Advise on program and publication policies, procedures and services.
- Develop and design pamphlets or brochures, reports and other materials for publication relative to program or publications.
- Consult with other units concerning programming or publishing.
- Write or edit articles, news releases, and reports for publication.
- Review work, estimate time to complete, and set schedules; keep charts and record progress.
- May act as liaison to students, faculty, and staff inquiring about programs or publication.
- May research equipment options and determine funding alternatives and various hardware and software options. May also facilitate purchase, ordering and oversee set-up of equipment.
- May respond to direct media inquiries or refer to the appropriate source.
- Consult with community/user agencies or University departments
- Attend workshops relating to programs or professional growth.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree with one (1) year experience; -OR- three years experience. Experience must be in coordinating and organizing activities, writing/editing articles/reports and conducting research.

Last updated: June 2007

An affirmative action/equal opportunity institution