UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist II, Education & Social Policy & Programs

DIVISION: Academic Affairs (Education)

REPORTS TO: Principal Investigator

GRADE: 12

SUPERVISES: Support staff

BASIC FUNCTION:

Develop and coordinate communications and external relations program for National Center on Public Education and Social Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate communications program, including print, electronic, and web-based materials to serve technical, educational, and public audiences.

Represent NCPE/SP at local, regional, and national conferences and meetings.

Provide supervision of and support to information support staff.

With the Director, as spokesperson for the Center with print, television and radio.

Coordinate event planning, including conferences, press events, advisory groups, and other constituency-related events.

Organize, coordinate, and oversee Center staff to ensure timely production of communication pieces, including surveys, reports, public presentations, press releases, and other appropriate vehicles.

Work with funding organizations on such matters as proposals, reports, press releases, and programs of public information.
OTHER DUTIES AND RESPONSIBILITIES:

Other duties as assigned by the director.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position will not be substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree and five years' experience in education and/or communications required. The following are also required: demonstrated skill and accomplishment with media relations; background in education sufficient to support work in technical and policy-related writing; strong technical and public relations writing skills; excellent organizational skills; strong interpersonal, collaborative, and team-related skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

SOME REQUIREMENTS MAY EXCLUDE INDIVIDUALS WHO POSE A DIRECT THREAT OR SIGNIFICANT RISK TO THE HEALTH AND SAFETY OF THEMSELVES OR OTHER EMPLOYEES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISOR.

Code:...........0883

by:.........SG

Class

Position#: (PSA)...106456

Developed

Reviewed

Approved

Date:.................3/98

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