Job Title: Information Specialist II

BCAT Code: 09TX93
Pay Grade: G11  FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Prepares press releases, news articles, and other documents relating to departmental and University activities.

Examples of Duties
- Writes press releases, news articles and other documents on topics related to the University, its departments and activities.
- Interviews faculty and staff members for press releases.
- Contacts the news media in order to develop story ideas.
- Arranges for faculty and staff to appear on television and radio shows.
- Edits multiple publications for printing.
- Coordinates the 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, programs and activities.
- Assists in 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 the Georgia State University (GSU) campus.
- Knowledge of 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 of related experience; or a combination of education and related 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.