

University of Houston – Clear Lake

Position Description

Job Title: **Publications Specialist**

Job Code: **3231**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma/GED and two years (60 hours) of college coursework.	Bachelor's degree.
Experience	Experience or coursework in writing for media and publication.	Background in Journalism, Public Relations, Communications or related field.
License/Certification		Familiarity with publications software such as Pagemaker and presentation software, such as PowerPoint.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Publications Specialist reports to the Dean of the School of Education and works closely with the UHCL Office of Communications. Primary responsibilities include writing stories related to faculty, staff, student and school activities for publication in local media. Development of these stories typically will be based on interviews, and library and internet research, and must follow UHCL communications guidelines. Other assignments may consist of assistance with proposal writing, background research related to proposals, assistance with the preparation of brochures and other publications, editing of others written work, assistance with speech and presentation preparation, and taking and editing digital pictures.

Duties and responsibilities	% Time
Write articles for publication in local media (including interviews, background research and writing)	65
Background research related to research and other proposals. Assist with desktop publication applications. Editing work of others. Taking pictures with digital camera and downloading and editing same.	20
Assist with other writing activities	15

This position description describes the general qualifications, duties and responsibilities of work being performed.