



Communications Job Family: **Publications Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Publications Assistant II INDIVIDUAL CONTRIBUTOR	Publications Assistant III INDIVIDUAL CONTRIBUTOR	Publications Assistant IV INDIVIDUAL CONTRIBUTOR	Publications Assistant V INDIVIDUAL CONTRIBUTOR
Maintain production schedules; coordinate production with on-and off-campus print and production services.	Coordinate production activities with outside vendors (mail houses, printing companies, designers, photographers) and writers; participate in project discussions.	Identify and coordinate production activities with outside vendors (mail houses, printing companies, designers, photographers) and writers; participate in creative and design discussions.	Identify production activities with outside vendors (mail houses, printing companies, designers, photographers) and writers; participate in creative and design discussions and decision-making; ensure deadlines are met.
Coordinate materials for publication and/or distribution; may assist with page layouts.	Assist with the proofreading and editing of manuscripts and other forms of media for publication and/or for distribution; make grammatical corrections; assist with organizing page layouts.	Proofread and edit manuscripts and other forms of media for publication and/or for distribution; make stylistic, structural, factual, and grammatical corrections; select artwork to accompany articles and organize page layouts; produce statistical and narrative reports synthesized from a variety of source material.	Proofread and edit manuscripts and other forms of media for publication and/or for distribution; makes stylistic, structural, factual, and grammatical corrections; select artwork to accompany articles and develop page layouts; produce statistical and narrative reports synthesized from a variety of source material.
Assist with producing correspondence, reports, documents, forms, charts, and/or other media from clear or corrected copy or instruction.	Produce correspondence, reports, documents, forms, charts, and/or other media from clear or corrected copy or instruction.	Produce a variety of correspondence, documents, forms, charts, and/or other media from clear or corrected copy or general instruction; summarize findings and write portions of reports.	Produce a variety of complex correspondence, documents, forms, charts, and/or other media; summarize findings and write reports.

Publications Assistant II INDIVIDUAL CONTRIBUTOR	Publications Assistant III INDIVIDUAL CONTRIBUTOR	Publications Assistant IV INDIVIDUAL CONTRIBUTOR	Publications Assistant V INDIVIDUAL CONTRIBUTOR
Serve as a source of information to staff, faculty, authors, publishing representatives, media, booksellers, and other customers on programs and office activities.	Serve as a source of information to staff, faculty, authors, publishing representatives, media, booksellers, and other customers on procedures, programs, and office activities; may answer questions regarding situations.	Serve as principle source of information to staff, faculty, authors, publishing representatives, media, booksellers, and other customers on policies, procedures, and programs; answer questions regarding situations and recommend appropriate procedures.	Serve as principle source of information to staff, faculty, authors, publishing representatives, media, booksellers, and other customers on policies, procedures, and programs; answer questions regarding non-routine situations and recommend appropriate procedures.
May assist with editing print or electronic media for publication and distribution.	Assist with writing for publication and distribution; draft substantive correspondence and written material for print or electronic media.	Write for publication and distribution; compose other substantive correspondence and written material for print or electronic media.	Write for publication and distribution; compose other substantive correspondence and written material for print or electronic media.
Maintain applicable databases related to specific publications.	Create and maintain applicable databases related to specific publications.	Create applicable databases related to specific publications.	
Prepare manuscripts for electronic editing; convert and code text files.	Screen and prepare incoming manuscripts for review; confer with authors on content, form and style.	Evaluate incoming manuscripts and communicate updates regarding manuscript process; confer with authors on content, form and style; recommend revisions to manuscripts and illustrations.	Evaluate incoming manuscripts and communicate updates regarding manuscript process; make recommendations to authors regarding content, form and style; recommend revisions to manuscripts and illustrations.
Schedule promotional events such as book signings and exhibits; respond to requests for information; may coordinate travel arrangements, order and maintain inventory of supplies.	Schedule and coordinate promotional events such as book signings and exhibits; respond to requests for information, coordinate travel arrangements.	Coordinate the planning, creation and distribution of invites and promotional materials via electronic media.	Plan and create invites and promotional materials via electronic media.
Distribute the print or post the electronic media.	Assist with writing, designing, and producing certain publications and promotional materials.	Draft, design, and produce publications and promotional materials; assist with the production of electronic and print publications and/or e-marketing materials.	Write, design, and produce publications and promotional materials; assist with the production of electronic and print publications and/or e-marketing materials.
	Assist with the coordination of marketing (i.e. e-mail, letter, digital) campaigns and provide support for marketing efforts to various program staff.	Assist with the design and coordination of marketing (i.e. e-mail, letter, digital) campaigns and provide support and training for marketing efforts to various program staff.	Design and coordinate marketing (i.e. e-mail, letter, digital) campaigns and provide training for marketing efforts to various program staff.

Publications Assistant II INDIVIDUAL CONTRIBUTOR	Publications Assistant III INDIVIDUAL CONTRIBUTOR	Publications Assistant IV INDIVIDUAL CONTRIBUTOR	Publications Assistant V INDIVIDUAL CONTRIBUTOR
	Assist with changes to and the implementation of visual identity, branding and messaging guidelines and design quality standards for programs.	Ensure compliance with visual identity, branding and messaging guidelines and design quality standards for programs; assist with implement changes as recommended.	Ensure compliance with and recommend changes in order to meet visual identity, branding and messaging guidelines and design quality standards for programs.
	Assist with the use of design templates; design miscellaneous print- or electronic on-demand pieces with detailed specifications; assist in coordinating the production of visual displays.	Assist with the use of design templates; offer design consultation to thematic areas and other program areas, design miscellaneous print- or electronic on-demand pieces on request; play a key role in coordinating the production of visual displays.	Offer design consultation to thematic areas and other program areas, design miscellaneous print-or electronic on-demand pieces on request; play a key role in designing the production of visual displays.
	Update website and assist with the maintenance of external web pages and digital signage.	Update website and maintain external web pages and digital signage.	
	May assist with gathering licenses and permissions for media usage.	May assist with gathering licenses and permissions for media usage.	Gather licenses and permissions for media usage.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10782 PUBLICATIONS ASSISTANT II, BAND B	10783 PUBLICATIONS ASSISTANT III, BAND C	10784 PUBLICATIONS ASSISTANT IV, BAND D	11508 PUBLICATIONS ASSISTANT V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/Vocational/Technical School or equivalent; up to 1 year equivalent	Associate's degree or equivalent; up to 2 years or equivalent	Associate's degree or equivalent; more than 2, but less than 4 years or equivalent	Associate's degree or equivalent; more than 4, but less than 6 years or equivalent
IMPACT	Extends beyond college/unit	Extends beyond college/unit	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10782 PUBLICATIONS ASSISTANT II, BAND B	10783 PUBLICATIONS ASSISTANT III, BAND C	10784 PUBLICATIONS ASSISTANT IV, BAND D	11508 PUBLICATIONS ASSISTANT V, BAND E
SUPERVISION	None given	None given	None given	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Entire field tasks	Focus on an entire field	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Little guidance to accomplish work activities Rarely refers situations to the supervisor	Little guidance to accomplish work activities Rarely refers situations to the supervisor
SUPPORT SKILLS – WRITING	Provides standard responses to inquiries	Provides a non-standard response or prepares written material that requires some research	Provides a non-standard response or prepares written material that requires some research	Provides a non-standard response or prepares written material that requires some research
SUPPORT SKILLS – COMPUTER	Uses a variety of business or technical programs to complete information management or production tasks	Use business or technical programs to complete task requiring sophisticated usage	Use business or technical programs to complete task requiring sophisticated usage	Use business or technical programs to complete task requiring sophisticated usage

FACTOR PROFILE	10782 PUBLICATIONS ASSISTANT II, BAND B	10783 PUBLICATIONS ASSISTANT III, BAND C	10784 PUBLICATIONS ASSISTANT IV, BAND D	11508 PUBLICATIONS ASSISTANT V, BAND E
WORKING CONDITIONS - PHYSICAL	Lift 10 to 20 lbs.	Lift 10 to 20 lbs.	Lift less than 10 lbs.	Lift less than 10 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Limited exposure	Limited exposure	Limited exposure	Limited exposure