

Job Family	Communications	Job Summary	Involves developing, implementing or executing a comprehensive, multidisciplinary communications program; involves work in two or more communications disciplines OR work not otherwise covered in other communications job families.
Job Function	General Communications		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title		Communications Supervisor 2
Job Code		6545
Tracking Code		A1762
Personnel Program	PSS	MSP
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope		Supervises communications professionals functioning in a variety of communications disciplines. Sets performance expectations, evaluates results, and provides guidance and direction on complex communications issues. Recommends changes to department policies and practices. Identifies risks and responds accordingly. Provides priority setting and work flow analysis.
Key Resp 01		Serves as an advisor on all aspects of effective communications involving a variety of communications disciplines such as writers, editors, visual and electronic communications specialists, and support staff.
Key Resp 02		Ensures that high-quality work is completed within budget and time constraints.
Key Resp 03		Recommends changes and improvements to communications programs and strategies.
Key Resp 04		Ensures integration of various communications disciplines for most effective communications.
Key Resp 05		Evaluates effectiveness of communications practices, and modifies day-to-day practices accordingly.
Key Resp 06		Selects, trains, guides, mentors, evaluates, and as required, takes correction action with staff.
Key Resp 07		
Key Resp 08		
Key Resp 09		
Key Resp 10		

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Key Resp 11		
Key Resp 12		
Key Resp 13		
Key Resp 14		
Key Resp 15		
Education 1		Bachelor's degree in related area and / or equivalent experience / training.
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1		
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01		Advanced knowledge and understanding of all aspects of communications, including various technical aspects and requirements, and potential applications.
KSA 02		Advanced skills to create, develop and implement comprehensive long- and short-term strategic communications plans.
KSA 03		Advanced knowledge of the organization, including its achievements, mission, vision, goals, policies, practices and infrastructure, and knowledge of current affairs, issues in higher education, health sciences, and / or specialized subject matter.
KSA 04		Advanced skills in advising and consulting management to ensure that desired institutional messages are delivered to appropriate target and / or broad general audiences.
KSA 05		Advanced written, verbal, interpersonal communications, active listening and political acumen skills.
KSA 06		Solid knowledge of financial and personnel administration and

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		management techniques, guiding principles, relevant laws, policies and best practices.
KSA 07		Solid supervisory skills to select, train, lead, direct, guide, motivate and evaluate professional and / or support staff to produce high-quality work; skill to take corrective action as required.
KSA 08		Solid strategic planning, analytical, critical thinking, and project management skills, including skill in problem recognition, avoidance and resolution.
KSA 09		Advanced skills to ensure production of high-quality work within budget and time constraints.
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment		Campus, medical center or other university setting and various external venues.
Career Path 1		Communications Mgr 1
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		