



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Information Specialist
Job Code: 084

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized information or public relations support tasks.

Typical Tasks

Analyzes data to determine public relations needs.
Supervises Information Specialists.
Develops long range public relations goals and objectives for a unit or program.
Conducts demographic research to determine the effectiveness and appropriateness of messages and medium.
Develops strategies for disseminating information to the University community or public.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Information Specialist
Job Code: 083

Overtime Pay: Eligible

Primary Responsibility

This is work performing basic information or public relations support tasks.

Typical Tasks

Responds to inquiries and information requests.

Maintains demographic information.

Compiles demographic data for information requests.

Drafts brochures, pamphlets, news releases, fliers, and newsletters.

Makes arrangements for press conferences, public relations conferences, special events, and displays.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Editor
Job Code: 085

Overtime Pay: Ineligible

Primary Responsibility

This is work editing printed material for publication or circulation.

Typical Tasks

Proofreads and evaluates submitted manuscripts.

Consults with authors regarding editorial changes to insure consistency of style and presentation.

Reviews material to insure proper grammar and punctuation.

Drafts printed material or manuscripts.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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