## General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Communications Specialist</th>
<th>Branch:</th>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 15 hrs/week</td>
<td>Position Type:</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Programs Coordinator</td>
<td>Possible Travel:</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes with authorization</td>
</tr>
</tbody>
</table>

## Job Description

The Communications Specialist is responsible for developing a working relationship with students and faculty/staff at USF. This position is also responsible for empowering students to get involved/engaged in SG volunteer opportunities through effective communication with the Student Body. The Communications specialist will be responsible for all external communications.

### ROLE AND RESPONSIBILITIES

- Send emails advertising student government events/initiatives to all USF List serves
- Oversee the implementation of Student Government newscast alongside the Multimedia Specialist.
- Responsible for establishing/maintaining clear communication with Student Organizations
- Responsible for monitoring the official Student Government email address and forwarding emails as necessary
- Responsible for overseeing and maintaining the Student Government Website (by working with the SGATO programs Coordinator) and all Social Media Outlets
- Responsible for maintaining and publicizing accurate records
- Maintain open lines of communication with members of the Student Body and USF faculty/staff
- Work with the Marketing and Communications Team to ensure success of all marketing initiatives
- Perform any other duties necessary to execute the initiatives of the Executive Branch

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for Undergraduate students and 3.0 GPA for graduate students.
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must have the ability to set and meet consistent deadlines
- Must be familiar with content management systems such as WordPress
- Experience in office setting and/or corporate working environment; display business etiquette
- Understanding of Microsoft Office software
- Strong writing, speaking and listening skills
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.
- Knowledge of professional use of social media.

### WORKING CONDITIONS

15 hours a week in an office environment, events, or showcasing.

*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*