

# San Diego Community College District

NANCE CLASS SPEC

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Job Code: N1410

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Information Assistant

Unit: Non-Academic/Non-Classified Service

## **FUNCTION:**

Under the direction of an assigned supervisor, prepare news releases and communicate with the media and public to publicize programs at a college site; perform a wide variety of clerical duties.

## **DESIRABLE QUALIFICATIONS:**

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software and record-keeping techniques. Ability to type/keyboard at 45 words per minute; write, edit, and lay out brochures, flyers, news releases, and articles for publication; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties, including experience involving independent composition of written materials.

## **TYPICAL DUTIES INCLUDE:**

- Prepare news releases and communicate with the media and public to publicize programs.
- Write, edit, and lay out brochures, flyers, news releases, and articles for publication.
- Work with staff to determine communications needs and provide support for communications efforts.
- Coach staff in effective communications and media relations.
- Contact staff, students, or the public to obtain and/or provide information.
- Explain District policies, regulations, and procedures.
- Operate standard office machines and equipment, including computer hardware and software.
- Answer telephones, direct calls, and take messages.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Maintain files and records.