

Communications Officer

General Description

The Communications Officer shall be responsible for the official communications of the Staff Assembly and the Executive Committee. The Communications Officer will be responsible for communication of the Staff Assembly business to delegates and the University staff through an appropriate means (i.e. website, newsletter, press releases). The Communications Officer serves as the Chair of the Communications and Technology Committee.

Term

Two years.

October to October.

Specific Duties and Responsibilities

- Lead as Chair on the Communications and Technology Committee.
- Serve as member of the Staff Assembly Executive Committee
- See through the publication of the Staff Assembly Newsletter on a regular basis.
At present, the newsletter is published every two (2) months.
- Organize and draft all flyers, documents, and press releases necessary to coordinate and publicize the Staff Assembly's Month of Service.
- Manage the notification and nomination of candidates for the annual awarding of the Erskine B. Bowles Staff Service Award.
- Provide additional external communications as requested by the Chair of the Staff Assembly.

Qualifications

- Active voting member of the assembly
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Ability to be a good facilitator.
- Committed to serving the common interests of the assembly.

Time Commitment Required

- Monthly Executive Committee Meeting: 2 hours
- Quarterly Staff Assembly Meeting: 2 days with travel to Chapel Hill
- Monthly Communications and Technology Committee Meeting: 1 hour
- Newsletter Preparation: 2 hours per month
Other Committee Projects: 1 hour per month

Expense Policy

It is the policy of the assembly to reimburse the Communications Officer for all assembly-related travel, according to established travel guidelines and mandates by General Administration, required to fulfill the duties on executive committee.

Meetings

Executive Committee Meetings as scheduled monthly.

Quarterly Staff Assembly Meetings (4) per year.

Communications and Technology Committee Meetings monthly.