Job Title	Communications Specialist I
Job Code	
Exempt Status	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

The Communications Specialist I, under general supervision, writes, edits, and assists in the production and design of informational and promotional materials.

Essential Duties and Responsibilities

- Writes content for annual reports, brochures, flyers, news releases, technical papers, proceedings, newsletters, posters and presentations, and web.

- Assists with press briefings, media interviews, advertising, promotional activities, and special events.

- Assists in maintaining a tracking system for project timelines and costs.

- Monitors key social media activities and participates proactively in dialog benefitting the assigned Texas A&M University System (TAMUS) member.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Communications, Journalism, or equivalent combination of education and experience.

Experience – No prior experience required.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of project management.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong interpersonal and organizational skills. Ability to present information clearly and concisely.

Licensing / Professional Certification – Valid driver's license.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements