PUBLIC SERVICES ASSISTANT

DEFINITION

Under general supervision, works with the College President and his/her staff, to provide publications for the college and greater community, helps with development of Foundation projects, and the planning of college events.

TYPICAL DUTIES

Regularly prepares major writing assignments; develops and prepares brochures, flyers, newsletters, news releases, articles and reports; and prepares written reports and grant proposals. Coordinates and oversees activities related to community liaison and support; works with college community groups, patrons, and foundations; and assists in liaison with various community organizations. Plans and coordinates college social and cultural activities for college staff and the community; develops and supervises college sponsored activities, consistent with the philosophy of the college and the District; attends and oversees college-sponsored events as assigned; and represents the college at community functions and organizational meetings. Serves as a resource person to staff, students and the community; and provides information about college programs and activities. Attends appropriate conferences, workshops and staff and committee meetings as directed. Assembles data and prepares reports. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE
Two years of experience in news and feature writing, and/or public relations, public information, college community services, or community center cultural activities.

EDUCATION
An Associate of Arts degree. A Bachelor of Arts degree in the humanities, public relations, journalism, or related field (preferred).

KNOWLEDGE OF
Knowledge of college and District policies, procedures and regulations; and the area and community served by the college. Knowledge of elements of correct English usage, spelling and vocabulary; communication and writing skills; letter and report writing; and modern office practices and equipment.

SKILL IN
Skill in listening to what other people are saying and asking questions as appropriate; and communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in finding information and identifying essential information; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to effectively
represent and present information about the college; develop brochures, flyers, newsletters, news releases, articles and reports; take photographs for use in publications; and effectively use computer software applications for preparing reports. The ability to plan, coordinate, and supervise college-sponsored activities; adjust objectives in order to reach goals; maintain confidentiality of sensitive material; and understand and carry out oral and written directions.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Computer, printer, scanner, copier, fax, telephone, calculator, and typewriter.