

## ASSISTANT TO THE CHANCELLOR FOR PUBLIC INFORMATION

### **Function of Job:**

Under administrative review of the Chancellor, to serve as staff to the Chancellor of the University System with responsibility for communication of Board of Trustees and System level information to external and internal audiences.

### **Characteristic Duties and Responsibilities:**

1. Be responsible for development of oral and written communication needs pertaining to Board of Trustees actions/motions, as well as USNH policies.
2. Work and cooperate with external media sources, including newspapers, radio and television, in developing and communicating pertinent information concerning USNH related news stories and other pertinent items of interest to the general public.
3. Coordinate the disclosure of information with campus public information officers.
4. Work with internal systems officers on information regarding budgets, legislative programs and human resource topics.
5. Provide the primary direction on external communications for the office of the Chancellor and advise the Chancellor on matters of media policy/practice.
6. Provide service and assistance to the Trustees and their activities including Board and Committee meetings.
7. Maintain a working knowledge of current related matters/activities at other colleges, universities and system offices and report on them to the Chancellor.
8. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree, preferably in a field related to writing, journalism and/or communications, and five or more years of related experience.
2. Knowledge of media relations, preferably in New Hampshire.
3. Strong writing and organizational skills.
4. Excellent communication skills, both oral and written.
5. Knowledge of the State of New Hampshire's legislative, political and economic environment.

### **Additional Desirable Qualifications:**

1. Experience working with a Board of Directors or Trustees.
2. Experience working in higher education.

11/1/96  
System Approval

11/1/96  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**