

Spec. Code: 3699(3541)
Occ. Area: 03
Work Area: 215
Prob. Period: 6 mo.
Prom Line: none
Effective Date: 03/14/75

INFORMATION SERVICES SUPERVISOR

Function of Job

Under direction, supervises and participates in the work of a group of employees engaged in responding to visitors' requests for information concerning the university campus, organization, and programs.

Characteristic Duties and Responsibilities

1. selects, trains, and schedules work of a staff in a centralized campus information center
2. provides basic general information about the university, including information relating to the university's basic concept, its history, facilities, and its staff, by correspondence, telephone, and in person
3. provides referral information relating to other parts of the university, individuals within the university, and other sources of information about the university
4. identifies materials to be available at the information center and, when necessary, assists in generating materials not currently available
5. hosts visits by individuals and groups visiting the campus, including providing an orientation to the campus and, when requested, a tour of the campus
6. assists in coordinating conferences and meetings of outside groups to be held on the campus
7. arranges for displays and exhibits in designated areas to inform the public of current and prospective events and services
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of progressively responsible work experience requiring organizing, assigning, and coordinating the work of others and disseminating information effectively

or

2. university graduation and one year of work experience as stated above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

None