Pharmacy Publications and Information Coordinator

**Definition of Class**
The incumbent in this position writes, edits, and coordinates the publication of newsletters, brochures, reports, and other related materials produced by the School of Pharmacy, as well as assists faculty with in-house promotions and presentations.

**Examples of Work Performed**
Plans, designs, edits, and coordinates the publication of newsletters, brochures, reports, and other related materials.

Writes articles, informational items, and other reports as well as edits and incorporates the work of contributing writers into the publication.

Plans and designs the publication in accordance with departmental guidelines.

Coordinates the work of other staff members participating in the production of assigned publications; proofs and edits work that has been delegated to others.

Maintains interface with printers and typesetters and coordinates the printing of assigned publications.

Maintains interface with student, faculty, staff, and interested patrons in order to gather relevant information to include in publications.

Takes photographs or assigns projects to photographers or artists as needed.

Prepares various special reports for administrative utilization.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Writes, edits, and coordinates the publication of newsletters, brochures, reports, and other related materials produced by the School of Pharmacy. Takes photographs or assign projects to photographers or artists as needed.

2. Coordinates the work of other staff members for assigned publications.

3. Maintains interface with printers, typesetters, students, faculty, staff, and interested patrons to gather relevant information for publications.

4. Prepares special reports for administrative utilization.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; stand; and walk. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in Journalism or a related field.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.