

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Publications Coordinator/1348**

Function and General Scope

Positions assigned to this class provide editorial and organizational support for scientific, instructional, program, news media, marketing and promotional materials, brochures, booklets, posters and other University publications and materials. Duties include, but are not limited to, provide and/or oversee the design and implementation of public information and media programs, services, and activities; develops, writes, and prepares informational and promotional publications, responds to requests for information, and disseminates information via multiple media; facilitates and represents the organization at informational meetings and events; and participates in the formulation of internal and public information strategies and policies for the unit.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in English, journalism, communications or related field and two (2) years of professional level writing/editing experience which has included word processing computer applications and a demonstrated knowledge of graphic arts principles. A Master's degree in a relevant field may be substituted for up to (1) one year of the required experience.