

## Sam Houston State University Human Resources

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### Staff Classification Description – Communication Assistant for Grants

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N124 (N1)  
**Grade:** 11  
**Date:** 10/2014

**Department:** Grants

**Educational & Experience Requirement:** Bachelor's Degree in Communications Arts, Journalism, English, Public Affairs, or related field. Two years of experience managing the communications process for an organization, laboratory, medical group or other related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Works with Office of Research and Sponsored Programs (ORSP) staff to facilitate the communication efforts of the Sam Houston State University research enterprise.

**Supervision Given & Received:** Works under minimum supervision and may supervise of student assistants.

**Primary Responsibilities:** Implements all aspects of the Office of Research and Sponsored Programs (ORSP) communications strategy. Researches and writes articles announcing grant awards, creates and distributes a Sam Houston State University research newsletter and annual research magazine. Writes content for the ORSP website, assists with organizing ORSP related events, assists with research reports, and assists with technical data management. Writes articles promoting Sam Houston State University research, coordinates research events and provides technical support for research reporting and data management. Performs other related duties as assigned.

**Other Specifications:** Position requires excellent writing and interpersonal skills.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**