

JOB DESCRIPTION

Personnel Office Use Only  
Position No. 023938  
Non-Classified X  
Classified \_\_\_\_\_  
Exempt X Non-Exempt \_\_\_\_\_

POSITION TITLE: Director of NSU Press and Informational Services

INCUMBENT EMPLOYEE: Don Sepulvado

EMPLOYEE CLASSIFICATION: \_\_\_\_\_ Instructional Faculty  
\_\_\_\_\_ Administrative Faculty  
\_\_\_\_\_ Other Faculty  
X Other Unclassified  
\_\_\_\_\_ Classified

FUNCTION OF WORK: Responsible for informational services, photography and graphic design  
SUPERVISION RECEIVED: Vice President for External Affairs  
SUPERVISION EXERCISED: Assistant Director of Informational Services, Sports Information Director, Graphic Designer and other assigned staff

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	Assuming total administrative and fiscal control of the Department of Informational Services and NSU Press. The daily operation of the University news bureau, sports information, graphic arts, and photographic services. These services include, but are not limited to producing photographs for news releases, sports releases, publications, documentation, records, disseminating information to the public, coordination of various media events, and supervision of student workers and other staff. Responsible for incoming assignments and outgoing production. Work directly with graphic designer and various areas of the University for the design, layout and printing of requested product.. May perform other duties as assigned by supervisor