

## **Information Representative I Industrial Distribution Program**

The Information Representative provides specialized technical support of faculty and administrative staff including writing, editing, proofreading and the production of publications and supporting audio visuals for the Read Center and Industrial Distribution academic programs. This individual performs advanced desk top publishing activities to fulfill the mission of the department/division. Detailed duties include:

- Regulate flow of visitors arriving to see the Academic Advisor, faculty, and staff. Maintain communication with faculty, staff, and students in order to function as an informed professional – the first point of contact with all students and visitors on a daily basis. Assist ID personnel and visitors in scheduling transportation and parking. Maintain control of parking gate key. Manage calls from students and parents interested in learning about the Industrial Distribution academic program. Distribute undergraduate information about the ID program to potential students and employers. Assist with submittal of change of major forms, and mail out of acceptance and denial letters. Coordinator for routing of tests with Disability Services. Obtain all necessary signatures for various paperwork.
- Coordinate and schedule coverage for the front desk at all times. Maintain professional appearance of office. Coordinate office records retention, and destruction of confidential file materials. Communicate needs for special cleaning/upkeep of custodial services and maintenance. Initiate requests for necessary repair or replacement of office furniture and equipment. Act as liaison for telephone purchase, exchange, and reporting of problems. Operate lost and found for the ID program.
- Preparation and mailing invoices to the seminar participants or their organizations. Documenting all invoices received by the Read Center and ID Program. Provide assistance to the Assistant Director regarding the production of marketing materials. This support includes providing assistance with design, copy, editing, pricing, and printing of jobs used to publicize the professional development programs through the year.
- Receive and implement complex requests including correspondence, student interaction and messaging. Create, maintain, and update various academic files and databases. Maintain GroupWise resource for scheduling ID conference room, camera, projector, and other equipment. Ensure proper functioning of office equipment by troubleshooting/performing minor maintenance or adjustments, and serving as liaison with vendors. Order and maintain inventory of office supplies.
- Provide assistance to the Assistant Director in the development of press releases to trade magazines and university news outlets. Maintain accurate and up-to-date information regarding seminar schedules and information on the Read Center website. Development and updating hallway monitor regarding scheduled events. Provide maintenance of the databases of names and addresses as new information is available.
- Provides logistical support required during a seminar. This includes, but is not limited to, making sure all food and refreshments are delivered in a timely manner and that the quality is as required. Be present at the beginning and the end of each day's seminar presentations to assist the speaker or participants.
- Assist sponsors of PAID and Sigma Delta student organizations in distribution forms per individual student requests, collecting funds for fundraising projects, and directing students to PAID/Sigma Delta office. Distribute PAID and Sigma Delta calendar of events to staff and faculty. Maintain control of PAID lock box key.
- Other duties as required in support of the ID undergraduate and graduate programs and the Read Center's continuing education activities.