



Outreach Liaison

Job Code: 0531

Salary Grade: C07

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Coordinates outreach activities, acts a community liaison, prepares reports, and attends meetings.

- Initiates and coordinates clinical outreach development activities.
- Establishes relationships with the outside community as well as with other departments on campus.
- Facilitates the involvement of clinical and specialty departments in clinical outreach activities.
- Prepares regular reports on the activities of the unit and prepares special reports.
- Attends meetings and represents Outreach Services.
- Keeps department heads abreast of projects, progress, and new developments.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in Marketing, Business Administration, Psychology, or related field.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's Degree for a total of 72 months experience.

Experience:

Required: 24 months experience in marketing, public relations, outreach programs, or closely related field.

Certifications or Licenses:

None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

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Working Conditions

Physical:

- Sit for prolonged periods. Communicate effectively verbally and in writing. Use of a computer.

Environmental:

- Standard Office Environment

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