

## INFORMATION OFFICER

### Nature of work

The information officer is a professional whose occupation includes, in particular, the development and establishment of communication and publicity policies and programs aimed at students, parents and the population concerned with the activities of the institution; to do so he uses various media and modes of information. The information officer is also directly concerned with the publications of the institution: brochures, activity reports, briefs, etc.

Rate your skills	Yes	No
I can deliver communication and publicity programs.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of different techniques to choose, gather and summarize information.	<input type="checkbox"/>	<input type="checkbox"/>
It is easy for me to establish channels of communication.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to draw up and revise brochures, communiqués and information or publicity documents.	<input type="checkbox"/>	<input type="checkbox"/>
I am in a position to prepare conference and lecture texts.	<input type="checkbox"/>	<input type="checkbox"/>
I can develop and coordinate public relation activities.	<input type="checkbox"/>	<input type="checkbox"/>
I can bear the responsibility for the organization and the management of a documentation centre.	<input type="checkbox"/>	<input type="checkbox"/>

### Required skills

I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have a good analytical capability.	<input type="checkbox"/>	<input type="checkbox"/>
I am excellent in written communication.	<input type="checkbox"/>	<input type="checkbox"/>