

The University of Texas at San Antonio

Job Description

Job Title: Communications & Development Coordinator
Code: 18630
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional skills and oversight in communication and development activities; producing publications and articles for the departments and college, oversight of the college website and industry and college based scholarship programs.
- Scope: Responsible for the organization and execution of communication for department or college activities and programs. Responsible for creating written materials for internal and external audiences.

Duties

- Typical:
 1. Provides oversight and coordination for communication activities of the departments and college.
 2. Develops and implements communication plans to assist in communicating department activities and programs.
 3. Serves as the lead editor for all communications and publications. Writes edits, formats, and assembles documents and publications for the departments, ensuring that they are in compliance with the University standards and requirements.
 4. Develops and maintains and updates website; coordinates updates and content review and revisions; ensures website complies with University, System.
 5. Acts as liaison with other University communications staff.
 6. Coordinate and manage specific programs for the departments and college related to soliciting and securing funds.
 7. Provides administrative assistance to Development officer for the college.
 8. Prepare proposals, informational materials, and reports to advance fundraising efforts for the college.
 9. Performs other duties as assigned.

- Periodic:
 1. Tracks donor activity through Razors Edge software.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelors in communication, English, marketing Journalism or Public Relations from an accredited institution.

Other Requirements

Required	Preferred
Ability to work independently and handle diverse tasks. Proven track record of excellent organizational skills. Excellent communication and writing skills. Capable of coordinating complex projects.	N/A
Strong writing, editing and proofreading skills; able to adjust writing style to the intended audience.	
Demonstrated ability to work well with others on fast paced environment. Demonstrated knowledge and application of standard concepts, practices and procedures in writing for print and electronic media.	
Strong interpersonal communications skills with individuals of varied backgrounds and cultures.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of professional administrative experience to include three years of professional writing and or experience in communications, public relations, or a related field.	Similar experience in higher education or high level management support.
	Experience with Website management and updating.

Equipment

Required	Preferred
Personal computer and standard office equipment.	Knowledge of specific software used in the position.

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Direct supervision from the Dean. Works independently and makes decisions based on previous experience.	May directly or indirectly supervise student workers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
