

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Communications Coordinator  
Code: 18637  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide professional skills and oversight in communications, journalism, web development and marketing activities.
- Scope: Responsible for the organization and execution of communications and marketing activities in support of a large department or executive office.

## *Duties*

- Typical:
  1. Provides oversight, direction and coordination for communications and marketing functions of the department.
  2. Develops communications, public relations and marketing programs, determining appropriate communications outlets and events to increase knowledge and exposure for the department.
  2. Serves as the editor for all communications and publications. Writes, edits, formats and assembles documents and publications for the department, ensuring that they are in compliance with University standards and requirements.
  3. Serves as the website coordinator for the department. Develops, maintains and updates websites; coordinates updates and content review and revisions; performs testing and quality control; ensures websites complies with University, System, and State mandates, guidelines, and legislation.
  4. Works with University Publications to create a uniform image and brand in support of the University's values and strategic priorities.
  5. Develops, cultivates and maintains internal communications networks within the department and the University community.
  6. Monitors budgets for communications and marketing project and programs.
  7. Performs additional duties as assigned.
- Periodic:

<ol style="list-style-type: none"> <li>1. Assists with special projects.</li> <li>2. Assists with the research and summary of information; writes briefings, speeches and presentations.</li> <li>3. Attends meetings and serves on committees.</li> </ol>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree in Communications, English, Journalism, Public Relations, Marketing, Information Systems or a related field from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated understanding of English language usage, writing styles, grammar, punctuation, and spelling.	N/A
Superlative writing and verbal communication skills.	
Ability to organize and track projects and tasks, to maintain time schedules, and to maintain attention to detail while managing multiple priorities.	
Demonstrated ability to develop and implement website improvements, learn and adopt the use of new software programs quickly and proficiently.	
Ability to understand and creatively solve complex problems in a deadline driven environment.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in public relations, communications, writing/editing, marketing, web publishing or a related field.	Experience in a higher education, government or nonprofit environment.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, various desktop publishing software and Microsoft Office, and standard office equipment.	Dreamweaver, Photoshop, Acrobat, Cold Fusion, or other web development software.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office environment.	Occasional evening or weekend work may be required.
	Some travel may be required to off-campus activities.

***Supervision***

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems utilizing technical knowledge and experience. Results are appraised largely with respect to the attainment of goals and outcomes.	May directly or indirectly supervise support staff, as required.

***Accuracy***

Proficiency in all 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.
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***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.
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