

The University of Texas at San Antonio

Job Description

Job Title: Communications Specialist
Code: 8640
Salary Grade: 56
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 in communications, journalism, and marketing activities.
- Scope: Responsible for the organization and execution of a broad range of communications support to departmental programs and activities, including writing and editing education/promotion materials.

Duties

- Typical:
 1. Provide oversight, direction and coordination for communications and marketing function of assigned area.
 2. Assist with design and updates for department websites and promotional materials.
 3. Write, edit, format and assemble documents and publications for the College, ensuring that they are in compliance with University standards and requirements. This includes all brochures, articles, newsletters and Web materials.
 4. Working closely with Director of Advancement, research and prepare summaries of current research initiatives and accomplishments by each department for inclusion in a case statement for the College.
 5. Work with University Publications to create a uniform image and brand for the College.
 6. Ensure that the College has a presence at public and on-campus events.
 7. Working closely with Dean, Director of Advancement, and University Publications, design and write a hard-copy magazine showcasing College accomplishments.
 8. Collect, compile and edit data from program and student feedback to assess effectiveness.
 9. Develop strategies for promoting College programs, services and opportunities for student involvement.

10. Perform additional duties as assigned.

- Periodic:

1. In coordination with the Dean, Assistant and Associate Deans and Director of Advancement, determine strategies for directing the College's communications efforts.
2. Create, implement and maintain a web newsletter for the College.

Education

Required	Preferred
Bachelor's degree in Communications, English, Journalism, Public Relations, Marketing or a related field from an accredited institution.	N/A

Other Requirements

Required	Preferred
Excellent organizational and interpersonal skills.	N/A
Superlative writing and verbal communication skills.	
Ability to understand and creatively solve complex problems in a deadline driven environment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in public relations, communications, writing/editing, or related field.	Experience in web publishing and/or design.

Equipment

Required	Preferred
Personal computer, a high level of proficiency with Adobe Creative Suite, various desktop publishing software and Microsoft Office, and standard office equipment.	N/A

Working Conditions

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

Supervision

Received	Given
General supervision from departmental supervisor.	General supervision of support staff as required.

Accuracy

Proficiency in all duties performed.

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.
