

The University of Texas at San Antonio

Job Description

Job Title: Technical Writer/Editor III
Code: 18660
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Office of Information Technology
Reports To: Director of Customer Relations and Communications

Summary

- Function: To provide professional skills in the writing and editing technical publications and coordinating and supervising the production, maintenance and marketing of publications.
- Scope: Responsible for creating written communications and specialized publications that are technical in nature and participating in the planning and implementation of OIT marketing initiatives.

Duties

- Typical:
 1. Researches, writes edits and revises for publication manuals, pamphlets, written communications and marketing initiatives.
 2. Writes and edits OIT communications, project specifications, user manuals, online products and reference guides.
 3. Collaborates and leads team to produce technical documentation and external communications.
 4. Develops and maintains content for the OIT website.
 5. Participates in the development and implementation of communications strategies and initiatives.
 6. Performs other duties as assigned.
- Periodic:
 1. Assists in responding to customers with written communications.
 2. Attends meetings with OIT staff and maintains current knowledge of software, hardware and application changes.

Education

| Required | Preferred |
|---|---|
| Bachelor's degree from an accredited institution in English, Communications, Technical Writing or a field related to the technical area of expertise. | Master's degree from an accredited institution in English, Communications, Technical Writing or a field related to the technical area of expertise. |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal Background Check (CBC). | N/A |

Experience

| Required | Preferred |
|---|---|
| Four years of professional experience in technical writing and/or editing including a minimum of two years in the specific area of technical expertise. | Two years of experience creating and editing technical manuals. |

Equipment

| Required | Preferred |
|--|------------------|
| Personal computer and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|--|---------------------------------------|
| Normal office and computer lab conditions. | Occasional evening and weekend hours. |

Supervision

| Received | Given |
|--|--|
| Exercises independent judgment based on technical knowledge and experience. General review for efficiency and effectiveness. | Direct supervision of student workers. |

Accuracy

| |
|--|
| Proficiency in all phases of the 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.