

The University of Texas at San Antonio

Job Description

Job Title: External Affairs Associate
Code: 19110
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: External Affairs, Office of the President
Reports To: Assistant Director, External Affairs

Summary

- **Function:** To coordinate and provide administrative support of External Affairs activities.
- **Scope:** Responsible for providing skilled knowledge in performing research, executing events, creating correspondence, scheduling, reimbursements and other administrative support activities.

Duties

- **Typical:**
 1. Manage assigned on-campus and off-campus events.
 2. Represents External Affairs, the Office of the President, and the University through meetings, correspondence, and special events in a professional and positive manner.
 3. Creates and edits high volume of correspondence.
 4. Prepare and submit payments for events, service, travel, and interoffice transactions.
 5. Answer phones, maintain and schedule busy calendars for External Affairs staff. Coordinate meetings, contribute ideas, coordinate logistics, and assist with legislative activities research.
 6. Perform additional duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Business, Political Science, Communications, Public Relations, Public Administration, or Marketing.

Other Requirements

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

Experience

Required	Preferred
Three years experience in customer relations, public relations/communications, or administrative/office experience in a legislative or elected official's office.	Experience in Higher Education.

Equipment

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

Working Conditions

Usual	Special
Normal office environment.	Occasional additional hours, including evening or weekend work may be required.

Supervision

Received	Given
Direct supervision from Administrator.	None.

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.
