

The University of Texas at San Antonio

Job Description

Job Title: Engagement Manager
Code: 17055
Salary Grade: 62
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

Function:

To provide advanced professional skills in leading engagement efforts for a department or division and development of new partnerships and collaborative opportunities through strategic teaming efforts with academic and industry partners.

Scope:

Ensure that engagement efforts on behalf of the division or department are successfully executed in compliance with government and university policies.

Duties

Typical:

1. Provide support in achieving the overarching vision and mission of the department/division related to engagement.
2. Execute policies that support business strategies and goals, and ensure compliance by directly aligning those goals with university & government policies and procedures.
3. Develop academic, government and industry partnerships across the nation by promoting the value-add opportunities for collaboration, and represent the vision and mission to drive the departments/division's value and benefits to its membership base.
4. Organize workshops, events and board meetings with the highest quality of planning, and strategically align the goals and objectives of each event with available resources to ensure successful execution.
5. Manage effective communication between partners, vendors and internal stakeholders so no detail is overlooked during the engagement process for membership or for collaborative events.
6. Onsite event planning, execution and marketing, as well as collaboration with applicable offices to strategize and coordinate participation in large-scale external events related to the mission. This may involve engaging partners and collaborators at all levels and working in multidisciplinary teams to leverage high profile opportunities to present the organization to audiences across the country.
7. Maintain a positive working relationship with all staff and consortium partners, and work interdepartmentally to determine organizational needs, including but not limited to; execution of membership agreements, contracts and service agreements.

<p>8. Oversee a variety of projects, including management of contact databases and outreach to a wide range of stakeholder groups.</p> <p>9. Perform other duties and projects as assigned.</p> <p>Periodic:</p> <p>1. Attend and make presentations at conferences and workshops.</p> <p>2. Assist with special projects as needed.</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Self-starter with strong attention to detail.	N/A
Highly developed interpersonal skills and demonstrated ability to deal with a variety of people in a professional and courteous manner.	
Excellent written and oral communication skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of related experience in hospitality, event management, business or other related field.	Similar experience in higher education or government.
Proven experience in coordinating and executing successful events that add direct value to the organization.	Knowledge of UT System rules and regulations.
Ability to work in fast-paced, deadline-driven role with exceptional skills balancing competing deadlines and working efficiently.	Experience with PeopleSoft and Adobe applications for PDF creation, conversion, modification.
Experience with Microsoft applications, including Word, PowerPoint, Excel, Outlook and Access.	

Equipment

Required	Preferred
Personal computer with Microsoft Office, Adobe Professional and other related applications.	Webcam or other videoconferencing equipment.

Standard office equipment.	
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Working Conditions

Usual	Special
Normal office conditions. Work under strict time constraints.	May require occasional travel or occasional weekend/extended hours to meet deadlines.

Supervision

Received	Given
General supervision from assigned supervisor.	May provide direct supervision of assigned staff and 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.
