



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Senior Communications Coordinator	<b>Job Family:</b>	Communications/Public Affairs
<b>Type:</b>	Classified – Exempt	<b>Job Code:</b>	18636
<b>Department:</b>	Job available in different departments/divisions	<b>Salary Grade:</b>	62
<b>Reports to:</b>	In accordance with specific departmental policies	<b>Created/Revised:</b>	08/02/2021
<b>Work Modality:</b>	On Campus		

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### Job Summary

Provide professional and advanced skills in communications, journalism, web development and marketing activities.

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### Core Responsibilities

1. Responsible for direct oversight in the organization and execution of complex communications and marketing activities in support of a large department or executive office.
  2. Provides direction and coordination for communications and marketing functions of the department.
  3. Develops professional communications, public relations, and marketing programs, determining appropriate communications outlets and events to increase knowledge and exposure for the department.
  4. Serves as the lead 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.
  5. Utilizes multiple modes and methodologies of communication,
  6. Directs the work of assigned support staff.
  7. Serves as the website coordinator for the department. Develops, maintains, and updates content on 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.
  8. Works with University Publications to create a uniform image and brand in support of the University's values and strategic priorities.
  9. Develops, cultivates, and maintains internal communications networks within the department and the University community.
  10. Monitors budgets for communications and marketing project and programs.
  11. Lead and assist with special projects.
  12. Provide research and summary of information; writes briefings, speeches and presentations.
  13. Attends meetings and serves on committees.
  14. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
  15. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
  16. Performs other duties as assigned.
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## Minimum Requirements

### Education/Certifications

- Bachelor's degree in Communications, English, Journalism, Public Relations, Marketing, Information Systems, or a related field from an accredited institution.

### Experience

- Six years of experience in public relations, communications, writing/editing, marketing, or web publishing.
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## Knowledge Skills & Abilities

- Demonstrated understanding of English language usage, writing styles, grammar, punctuation, and spelling.
  - 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.
  - Personal computer, various desktop publishing software, and standard office equipment.
  - Proficient in Microsoft Office Suite
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## Core Competencies

*Instructions: Select the appropriate Competency section below based on position. Options: Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Executive:

Directing Others, Interpersonal Savvy, Perspective, Business Acumen, Organizational Agility

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## Working Conditions

### Working Environment:

- Office Environment.
  - Occasional evening or weekend work may be required.
  - Some travel may be required to off-campus activities.
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**Physical Demands:**

- Describe any Physical Demands of the Position