



The University of Texas at San Antonio™

Job Description

Job Title:	Multimedia Editor III	Job Family:	Media/Arts
Type:	Exempt	Job Code:	18650
Department:	Job available in different departments/divisions	Salary Grade:	61
Reports to:	In accordance with specific departmental policies	Created/Revised:	07/16/2022
Work Modality:	On-Campus, Remote, Hybrid		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Responsible for editing and proofing all textual materials presented in exhibits, pamphlets, flyers, brochures, books, programs, invitations, manuscripts, electronic media, lay and technical reports and articles, and to present this material in an informative and readable manner. Oversees the work of various staff members.

Provide professional editorial skills and supervision for the design and preparation for quality control of all published matter for style, clarity, grammar, and punctuation.

Core Responsibilities

1. Writes, edits, compiles data/facts, proofs corrections, and checks printer's proofs for various university publications; create, maintain, and distribute newsletters and college fact sheets Edits all materials to be presented for style, clarity, grammar, and punctuation.
2. Coordinates editorial content for exhibits; verifies aspects of exhibit packages from research; and writes portions of reports and web material.
3. Conceptualizes and produces designs using an assortment of specialized computer programs.
4. Oversees work done by printing vendors; oversees duties performed by other divisional members.
5. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
6. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelor's degree in English, Journalism, or field related to the work to be performed. (Required)
- Master's degree in related field. (Preferred)

Experience

- Five years of experience editing and writing in a corporate, university or nonprofit public affairs office, for a

newspaper editor or an advertising agency.

- Candidate must satisfactorily complete the required Criminal Background Check (CBC).
- Required experience to include two years editing technical, scientific or medical material. (preferred)

Knowledge Skills & Abilities

- Demonstrated ability using publishing software.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated ability to provide timely, accurate and complete delivery of multimedia elements.
- Demonstrated ability to collaborate across departments and sections of the organization.

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

Working Conditions

Working Environment:

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
- Ability to travel to and from meetings, training sessions or other business-related events.
- Occasional after hours and weekend work or overtime may be required

Physical Demands:

- Describe any Physical Demands of the Position
- Ex. Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Ex. Exerts up to 10 lbs. of force occasional