



The University of Texas at San Antonio™

Job Description

Job Title:	Multimedia Editor I	Job Family:	Media/Arts
Type:	Classified - Non-Exempt	Job Code:	18652
Department:	Job available in different depts/div	Salary Grade:	59
Reports to:	In accordance with specific departmental policies	Created/Revised:	08/2022
Work Modality:	May vary dependent upon department needs		

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 writing manuscripts and/or lay and technical reports and articles for style, content, correctness of grammar, and organization of material, and to present this material in an informative and readable manner.

To evaluate, write and edit manuscripts and/or to perform editorial work in connection with all phases of the preparation and issuance of literature, technical reports and articles.

Core Responsibilities

1. Writes, edits, and compiles data/facts for various university publications, including academic catalogs, print material and electronic media; creates, maintains, and distributes newsletters and college fact sheets.
 2. Reads book manuscripts, museum texts, brochures and all other material to be printed and corrects faulty organization, grammar, structure and style.
 3. Assists clients/designers with editing and approving proofs.
 4. Corresponds with authors about problems, changes, and revisions.
 5. Proofreads and corrects academic bulletin and catalog galleys, page proofs, and bluelines for yearly publishing.
 6. Performs clerical duties related to manuscripts and other projects.
 7. Assists with special projects.
 8. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
 9. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Bachelor's degree in English, Journalism, or field related to the work to be performed.

- Criminal Background Check (CBC)

Experience

Required

- None

Preferred

- Two years' experience editing and writing in a corporate, university or nonprofit public affairs office, for a newspaper editor or an advertising agency.

Knowledge Skills & Abilities

- Demonstrated knowledge of desktop 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.
- Extremely high level of accuracy

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.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.