

The University of Texas at San Antonio

Job Description

Job Title: Public Affairs Coordinator
Code: 18675
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Relations
Reports To: Executive Assistant to the Vice President

Summary

- Function: To coordinate public affairs-related activities, communications, and operations within University Relations and handle various administrative decisions and tasks.
- Scope: Plans and coordinates activities in support of community- and government-related initiatives. Makes administrative decisions requiring knowledge of regulations, policies and procedures.

Duties

- Typical:
 1. Builds and maintains positive relationships with UTSA's internal and external constituent groups. Favorably represents UTSA and the executive office of University Relations in person and or virtually.
 2. Serves as a shared point-of-contact and coordinator for meetings and visits involving community stakeholders and elected officials, receiving them in the absence of administrators. Responds appropriately to inquiries and assists with multiple administrators' calendars.
 3. Assists in planning and coordinating in-person and virtual meetings, programs and special events that impact public opinion and policy, foster goodwill, and or advance institutional initiatives
 4. Collaborates across departments to gather and disseminate information, monitor trends, and report on current community and government initiatives to assist in achieving departmental goals and objectives.
 5. Contributes to the drafting, editing, formatting and assembling of departmental documents and presentations
 6. Plans, develops, organizes, and oversees departmental operations and ensures compliance with University, local, state, and federal policies and procedures.
 7. Uses initiative and independent judgment to assist various administrators with administrative matters and decisions. Handles complex decisions concerning office operations.

<p>8. Assists in monitoring departmental operating expenses. Coordinates departmental budget processes and purchasing; maintains budget records, prepares monthly reports and coordinates expenditures for multiple departments.</p> <p>9. Manages asset and supply inventory and facilities requests.</p> <p>10. Assists in hiring, training and overseeing student staff.</p> <p>11. Provides executive office support as needed.</p> <p>12. Performs other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Disseminate important policy and procedure information to faculty and staff. 2. Assists in coordinating responses to requests for institutional information from the UT System Board of Regents, UT System administration, state and federal agencies, and/or other governmental or regulatory entities.
--

Education

Required	Preferred
Bachelor’s degree from an accredited institution in political science, public relations or related field.	

Other Requirements

Required	Preferred
Ability to function as a shared resource. Able to multi-task, prioritize responsibilities, meet deadlines, work and lead in an evolving, highly-visible, and fast-paced professional environment. Proven ability to respond positively and effectually to shifting priorities with minimal notice.	Knowledge of university organizational structure, climate, policies, procedures and initiatives.
Superior people skills. Solution-seeker. Ability to lead, take direction, and delegate. Must work independently and in groups in a professional, collegial, diplomatic and facilitative manner. Proven ability to identify appropriate means of handling pressing issues until fully resolved.	Knowledge of and or interest in current community and government affairs – including: key figures, structure, climate, policies, protocol, and initiatives – locally as well as at the state and federal levels.
A demonstrated ability to accurately anticipate needs, gauge underlying interests and intentions, problem solve, de-escalate situations, mitigate risk and prioritize effectively. Excellent listening and persuasion skills.	
Ability to maintain composure under pressure and manage sensitive or controversial subjects with tact, dignity, and professionalism	

Excellent oral and written communication skills. Bilingual in the languages of English and Spanish, with the ability to speak, read, and write at a high-level of professional competence in both languages. Excellent intercultural communication skills.	
Ability to accurately receive and interpret information, extracting key points and communicating them in relevant and understandable ways.	
Demonstrated ability to apply knowledge in everyday work situations while utilizing independent judgment.	
Criminal background check.	

Experience

Required	Preferred
Minimum two years of work in public and or government affairs	Similar experience with minimum two years in higher education and or public office.
At the department’s discretion, a Bachelor’s degree may be substituted for the required years of experience.	One year of supervisory experience.

Equipment

Required	Possible
Personal computer; technological proficiency in Microsoft Office Suite, web-based software or related programs.	Demonstrated ability to maximize/leverage technology to further advance programmatic goals in the work setting. Experience in working with computer-based databases, such as MS Excel.

Working Conditions

Usual	Special
<u>Primary office location:</u> <ul style="list-style-type: none"> • UTSA Downtown Campus <u>Secondary locations:</u> <ul style="list-style-type: none"> • UTSA Westside Community Center • UTSA 1604 Campus 	Telecommuting may be required or permitted under unique circumstances.
Prolonged periods sitting at a desk and working on a computer.	Occasional extended hours and weekend work
Prolonged periods of walking and standing.	
Travel required using personal vehicle	
Must be able to lift up to 15 pounds at times	

Supervision

Received	Given
Direct supervision from immediate supervisor as well as from various administrators.	Serves as a shared department coordinator working collaboratively with assigned staff
Often works independently (while exercising independent judgment) in an environment with minimal direct supervision	

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.