



The University of Texas at San Antonio™

Job Description

Job Title:	Public Affairs Specialist II	Job Family:	Community/Public Affairs
Type:	Classified, Exempt	Job Code:	18678
Department:	University Communications	Salary Grade:	60
Reports to:	Associate Director, Public Affairs	Created/Revised:	08/2022
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 the organization, supervision, and execution of publications, presentations, programs, and activities for local, state, and national venues.

Provide professional, administrative and supervisory skills in media relations, journalism, publication design, and multi-media presentations.

Core Responsibilities

1. Develops and writes stories, articles, speeches, newsletters, and special materials. Check all material for accuracy and appropriateness of presentation.
2. Coordinates and directs media events. Coordinates and monitors media interviews and responds to media inquiries.
3. Develops and coordinates special projects and events.
4. Assists with developing marketing plans for the University and its colleges.
5. Assists with tours and news conferences on or off-campus.
6. Assists with the production of programs, publications, directories, and video productions.
7. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
8. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

Required

- Bachelor's degree in public relations, English, journalism, or related field.

Preferred

- Master's degree in related field.

**Experience
Required**

- Three years of experience in public affairs including media relations, coordination of special events, and preparation of informational materials.

Preferred:

- Experience with photographic equipment and cameras.
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Knowledge Skills & Abilities

- Demonstrated independent decision-making and problem solving ability
 - Excellent verbal and written communication skills
 - 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

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.
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