



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Public Affairs Specialist I	<b>Job Family:</b>	Community and Public Affairs
<b>Type:</b>	Classified, Exempt	<b>Job Code:</b>	18679
<b>Department:</b>	University Communications	<b>Salary Grade:</b>	59
<b>Reports to:</b>	Associate Director, Public Affairs	<b>Created/Revised:</b>	08/2022
<b>Work Modality:</b>	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](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

Responsible for the organization and execution of a wide range of publications, presentations, programs, and community activities.

Provide professional skills in journalism, publication design, informational services, and public affairs activities.

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### Core Responsibilities

1. Writes, produces, and edits media releases, public service announcements, media advisories, tip sheets, speeches, calendars, newsletters, flyers, scripts, programs, feature articles, and special materials using desktop publishing systems.
2. Assists with community activities to include developing and maintaining media contacts; publications, directories, events, and programs; and assists with news conferences.
3. Continually communicates via e-mail, telephone, fax, and in person with the public affairs staff, media, university individuals/departments, and other external members of the community.
4. Attends training seminars or workshops.
5. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
6. Performs other duties as assigned.

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### Minimum Requirements

#### Education/Certifications

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

#### Experience

- Two years of experience in public affairs including preparation of informational materials and coordination of special events.

- Criminal Background Check (CBC).

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## Knowledge Skills & Abilities

- Tact, diplomacy, and discretion required in all matters.
- Excellent verbal and written communication skills.
- Demonstrated effective interpersonal skills.
- Demonstrated independent decision-making and problem solving ability
- 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

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## 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.
- Ex. After hours and weekend work is required on an occasional basis.

### Physical Demands:

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