

The University of Texas at San Antonio

Job Description

Job Title: Project Specialist
Code: 19039
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in coordinating programs and projects within the department.
- Scope: Responsible for providing administrative assistance to support various departmental events, activities and projects.

Duties

- Typical:
 1. Assist with departmental communications and publications to include; proofing and editing documents, letters, articles; and management of social media presence on multiple platform.
 2. Provide administrative assistance to support various departmental events, activities and programs.
 3. Perform general administrative oversight, photography support and maintenance to social media sites such as posting pictures, events, activities, generating interest and supporting external event clientele.
 4. Assist with the production of newsletters, including drafting articles and editing submissions from other offices.
 5. Assist with the planning, coordination and implementation of department events on and off campus;
 6. Assist with the coordination and implementation of projects. Researches new project ideas.
 7. Creates and processes electronic documents such as purchase orders, reimbursements and travel.
 8. Schedules and coordinates activities in assigned programs and projects.
 9. Interacts with university departments, special groups and external agencies to coordinate resources and communicate/market programs.
 10. Perform other duties as assigned.

Education

Required	Preferred
Bachelor's Degree in a related field.	N/A
Additional experience can substitute for the education.	

Other Requirements

Required	Preferred
Criminal Background Check.	N/A

Experience

Required	Preferred
None.	Project/program administration experience.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A

Supervision

Received	Given
General supervision from administrator.	None.

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.