Communications Specialist - Part Time, College of AI, Cyber and Computing (CAICC)

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Communications Specialist - Part Time, College of AI, Cyber and Computing (CAICC)

Location: San Antonio, TX
Regular/Temporary: Regular
Job ID: 14478
Full/Part Time: Part Time

Position Information

The University of Texas at San Antonio (UT San Antonio) is a nationally recognized, top-tier public research university that unites the power of higher education, biomedical discovery and healthcare within one visionary institution. As the third-largest research university in Texas and a Carnegie R1-designated institution, UT San Antonio is a model of access and excellence - advancing knowledge, social mobility and public health across South Texas and beyond. UT San Antonio serves approximately 42,000 students in 320 academic programs spanning science, engineering, medicine, health, liberal arts, AI, cybersecurity, business, education and more. With 17,000 faculty and staff, UT San Antonio has also been recognized as a Top Employer in Texas by Forbes Magazine. Learn more online, on UT San Antonio Today or on X, Instagram, Facebook, YouTube or LinkedIn.

Salary Range: $18 - $20/hour, commensurate with education, experience, and qualifications.

Job Type: Part-Time

Posting Close Date: Applications will be accepted through 11:59 PM CDT on 2/20/2025. At the discretion of the hiring department, this posting may close once a sufficient number of qualified applications have been received.

Required Application Materials:

- Resume is required.
- Cover letter is preferred.
- Writing Sample is required. (attach an example of your work demonstrating your writing ability)

Job Details
Job Summary

This is a one (1) year temporary position, which may be extended based upon availability of funds and departmental needs at the end of the fiscal year.

The Communication Specialist supports the communications efforts of the College of AI, Cyber and Computing. This role is designed for a motivated individual with strong writing and editing skills who can produce engaging content in a fast-paced environment.

The primary responsibility is to research, write and edit stories, articles and publications that highlight the college's initiatives, students, faculty, staff and research. They will work closely with the Associate Director of Communications to develop and implement content strategies, conduct interviews, and ensure that all materials align with the college's mission and vision. While the role is primarily focused on writing, the Communication Specialist may occasionally be asked to cover events to develop content.

Core Responsibilities

1. Produces well-researched and compelling written content such as news articles, blog posts, reports and publications.
2. Interviews students, faculty, staff and external partners to gather information and quotes.
3. Edits and reviews content, including materials created by others to ensure clarity, accuracy and alignment with UT San Antonio writing guidelines and standards. This includes electronic communication, newsletters, website materials, publications, brochures, presentations and reports.
4. Collaborates with team members to support and carry out communication priorities.
5. Assists in covering events as needed to support storytelling and content creation
6. Performs additional duties as assigned.

Required Qualifications

- Bachelor's degree in Communications, English, Journalism, Public Relations, Marketing, or a related field from an accredited institution.
- Two (2) years of experience in public relations, communications, writing/editing, or related field.
- This position requires the ability to maintain the security and integrity of UT San Antonio and its infrastructure.

Preferred Qualifications

- Familiarity with artificial intelligence (AI), cybersecurity, computing and data science.
- Experience in event coverage or event-related storytelling.

Knowledge, Skills, and Abilities

- Excellent organizational and interpersonal skills.
- Superlative writing and verbal communication skills.
- Ability to understand and creatively solve complex problems in a deadline-driven environment.

- A high level of proficiency with Adobe Creative Suite, various desktop publishing software, and standard office equipment.
- Proficient in Microsoft Office Suite.

Working Conditions

- Office environment with flexibility for hybrid work.
- Ability to travel between UT San Antonio's campus locations throughout San Antonio.
- After hours and weekend work required on occasion.
- Primary work location is downtown San Antonio at San Pedro I, 506 Dolorosa St.

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 occasionally.

This position will work **both on campus and remotely in Texas**. Travel and parking expenses are the employee's responsibility.
This position is contingent upon a successful background check. Verification of a valid driver's license and Motor Vehicle Record (MVR) may be completed as applicable. Applicants selected must be able to show proof of eligibility to work in the United States by time of hire.

Equal Employment Opportunity

As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at San Antonio to promote and ensure equal employment opportunity for all individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability or genetic information, and veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination.

To view the full job posting and apply for this position, go to https://zahr-prd-candidate-ada.utshare.utsystem.edu/psp/ZAHRPRDADA/EMPLOYEE/UTZ_CG/c/HRS_HRAM_FL.HRS_CG_S EARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=14478&PostingSeq=1

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