AI Prompt Engineer

higheredjobs.com/search/details.cfm

Posting Number: S06581P

Department: OIT Publishing & Development

Location: Arlington

Work Schedule: Monday to Friday, 8:00 AM to 5:00 PM With an understanding of the 24/7 nature of IT.

Pay Basis: Monthly

Job Summary

The Prompt Engineer will ensure UTA's AI tools deliver clear, accurate, and user-friendly experiences that make automation simple and effective. This role combines design expertise, content awareness, and AI skills to create prompts and behaviors that improve administrative efficiency and support faculty and staff adoption. The AI Interaction designer uses knowledge of Large Language Model architectures, prompt engineering, Python and APIs to fulfill solution development.

Essential Duties and Responsibilities

- Creates intuitive AI-driven interactions-such as chatbots and voice assistants-that prioritize a seamless and effective user experience. Applies principles of trust, transparency, and explain ability to ensure ethical, user-centered AI design.
- Develops and refines prompts for large language models (LLMs) to generate accurate and relevant outputs. Conducts testing and iterative improvements to optimize LLM performance. Leverages expertise in machine learning, natural language processing (NLP), and multimodal AI to enhance prompt effectiveness.
- Builds prototypes of AI-driven interface to test and demonstrate functionality. Conducts usability testing to validate clarity, effectiveness, and user-friendliness. Analyzes feedback and data to iteratively refine designs for improved user outcomes.

- Applies knowledge of large language model (LLM) architecture, token economy, and prompt engineering techniques. Uses Python, APIs, and version control tolls (Git) to implement scalable AI solutions. Maintains and optimizes AI solutions to ensure reliability, performance, and long-term scalability.
- Incorporates the full software development life cycle to develop clear and comprehensive documentation for all solutions.
- Collaborates closely with cross functional teams-including OIT, data custodians, developers, and product managers-to ensure AI projects align with strategic goals. Remains current with emerging AI technologies and incorporates relevant advancements into project solutions.
- Ensures that all AI solutions adhere to federal, state, and university policies and legal requirements regarding accessibility, privacy, and ethical standards.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in computer science, Human-Computer Interaction, Information Technology, UX/UI Design.
- Three (3) years of experience in product design, information architect, UX design or Technical Writer role, or seven (7) years of an equivalent mix of education and relevant experience in a similar role.

Preferred Qualifications

- Master's degree in human-Computer Interaction, Computer Science, or Data Science.
- Five (5) years of experience in product design, information architect, UX Design or Technical Writer role.
- Professional certifications in AI, prompt engineering, or UX design (AI+ Prompt Engineer Level 1™, Coursera Prompt Engineering Specialization, Certified Prompt Engineer®).
- Experience with multimodal AI systems and advanced prompt engineering techniques.

Knowledge, Skills and Abilities

- Advanced prompt engineering for LLMs, including context management and optimization skills.
- Understanding of LLM architectures, token economy, and scalable AI solutions.
- Proficiency in Python, API integration, and Git.
- Familiarity with machine learning fundamentals, Natural Language Processing (NLP), and multimodal AI.
- Human-centered design principles for conversational interfaces.
- Knowledge of prototyping, testing, and refining AI-driven interactions.
- Knowledge of conducting usability studies, journey mapping, and iterative design.
- Ability to work with cross-functional teams (OIT, academic departments, administrative units, innovation teams).
- Strong interpersonal and communication skills for stakeholder engagement.
- Analytical thinking and creative problem-solving skills.

- Knowledge of accessibility, privacy, and ethical standards in AI.

Workplace and Eligibility Conditions

- Standard office working conditions.
- Repetitive use of a keyboard at a workstation.

Benefits Eligible: Yes
Benefits at UTA

We are proud to offer a comprehensive benefits package to all our employees at the University. **https://www.uta.edu/hr/employee-benefits**

To help you understand the full value of these benefits, we have created a tool that calculates the total worth of your compensation package. This tool takes into account all of the benefits that you are eligible for, including health insurance, retirement plans, and paid time off. To access this tool and learn more about the total value of your benefits, please click on the following link: **https://resources.uta.edu/hr/services/records/compensation-tools.php**

CBC Requirement

It is the policy of The University of Texas at Arlington to conduct a criminal background check on any applicant who is under final consideration for employment with the University.

This position may have access to critical infrastructure as defined by Section 113.001(2) of the Texas Business and Commerce Code. If so, to be hired for and continue to be employed in this position you must maintain the security or integrity of the infrastructure as set forth in Texas Executive Order GA-48. By assuming this position, and ***if you have access to critical infrastructure***, you authorize the University to conduct routine background checks.

EEO Statement

It is the policy of The University of Texas at Arlington (UTA or The University) to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, national origin, religion, age, sex, sexual orientation, pregnancy, disability, genetic information, and/or veteran status. The University also prohibits discrimination on the basis of gender identity, and gender expression. Retaliation against persons who oppose a discriminatory practice, file a charge of discrimination, or testify for, assist in, or participate in an investigative proceeding relating to discrimination is prohibited. Constitutionally-protected expression will not be considered discrimination or harassment under this policy. It is the responsibility of all departments, employees, and students to ensure the University's compliance with this policy.

University Information

The University of Texas at Arlington (UTA) is located in the heart of the Dallas-Fort Worth-Arlington metroplex, a vibrant and diverse metropolitan area that is home to over 7 million people, one of the fastest-growing tech economies in the United States, and a wide array of arts, entertainment, and cultural activities. As a comprehensive teaching, research, and public service institution, UTA is dedicated to the advancement of knowledge through scholarship and creative work. With an enrollment of more than 42,000 students, UTA is the second largest in the University of Texas System. As a result of its combination of rigorous academics and innovative research, UTA is designated as a Carnegie R-1 "Very High Research Activity" institution and nationally recognized for its commitment to student success and service. It ranks No. 5 in Military Times' "Best for Vets: Colleges" and is the top university in North Texas for its graduates' salaries (The Wall Street Journal). UTA is designated as both a Hispanic-Serving Institution and an Asian American and Native American Pacific Islander-Serving Institution and is No. 6 for undergraduate ethnic diversity in the United States (U.S. News & World Report, 2023). With a global alumni network of approximately 280,000 - including leaders at many of the 24 Fortune 500 companies headquartered in North Texas - UTA contributes an estimated $29 billion annually to the Texas economy.

UTA is expanding its regional footprint by building a regional campus, called UTA West, in Parker County on the far west side of Fort Worth. It is scheduled to open in fall 2028. This initiative aligns with the university's strategic growth and commitment to serving the broader community. Furthermore, UTA has launched the RISE 100 initiative, aiming to recruit 100 new tenure-system faculty to strengthen its research enterprise and leadership in key academic areas. Learn more at **https://www.uta.edu/administration/president/strategic-plan/rise100**.

This is an exciting time to join UTA and contribute to its bold vision for the future.

ADA Accommodations

The University of Texas at Arlington is committed to providing reasonable accommodation to individuals with disabilities. If you require reasonable accommodation in completing this application, interviewing or otherwise participating in the employee selection process, please direct your inquiries to 817-272-5554 or email **ADADocs@uta.edu**.

Number of Vacancies: 1

Minimum Number of References Required: 3

Maximum Number of References Accepted: 3

Special Instructions to Applicants

Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: school name, degree type, and major.

The University of Texas at Arlington is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of gender, race, religion, color, national origin, age, or disability.