

# University of Texas at San Antonio

## Job Posting: Project Coordinator for the UTSA Center for Civic Engagement

### Application

Candidates should apply via the UTSA employment website where a complete position announcement can be viewed: <https://www.utsajobs.com>.

Please reference requisition number: **20150233**

### Position Information

Title of Position	Project Coordinator
Requisition Number	20150233
Department Posting Name	Center for Civic Engagement
Location	Downtown Campus
Recruitment Type	
Internal: Only Current UTSA benefits eligible employees are eligible to apply.	External
External: Anyone can apply.	
Benefits Eligible?	This is a Classified, benefits eligible, position.
Grant Funded? (A grant funded position is contingent upon the availability of funds)	No
Hours per week	40
If employee will be working a schedule other than Monday - Friday, 8:00am - 5:00pm, specify hours and days to be worked	Evenings and weekends possible
If Temporary, Ending Date	
Recruiting Rate	\$34,380 - 47,000/Annualized
Beginning Salary Flexibility	Yes
Pay Basis	Salary

Security Sensitive (Requires a criminal background check)	Yes
Required Education	Bachelor's Degree
Do you want to allow additional experience to substitute for required education?	No
Preferred Education	Master's Degree
Field of Study	Preferred degree in Communications, English, Journalism, Public Relations, Public Administration, Political Science, Social Work or Higher Education.
MS Office Experience Required	Word Excel PowerPoint Outlook
Will this position require driving a UT or personally owned vehicle?	Yes - Marginal Function
Other Computer and Software Skills Required	Use of personal computer and standard office equipment.
Experience and Other Skills Required	Position requires 5 years of experience in any combination to include at least one from each of the following two categories: (1) Writing/editing, communications, public relations, marketing, (2) civic engagement programming; student program development and management in a university setting, experience in community program management, research, evaluation and assessment. A Master's degree with 3 years of experience as noted above is also acceptable.
Do you want to allow additional education to substitute for required experience?	Yes (1 Year Education = 1 Year Experience)
Other Skills Preferred	Website maintenance and social media.
Description of Job Duties	1. Has responsibilities for communications within the division of Community Services to include the website, publications, newsletter, social media, presentations and other publications.  2. Provides support to the Center for Civic Engagement in

tracking the university's community engagement activities for cataloging, recording and reporting collective impact.

3. Assists in facilitating community based learning initiatives, supporting faculty, students and community partners involved in service learning courses.

4. Assists with programming that cultivates the civic engagement culture on campus highlighting the importance of civic literacy and skill development leading members of the university community to deeper roles of the active citizenship.

5. Collaborates with community engagement/service related student organizations to support their interest and active citizenship development.

6. Assists in initiating and coordinating the relationship between the university and community partners.

7. Other duties as assigned.

Posting Open Date: 04-20-2015

Posting Close Date at midnight on: Open Until Filled

Documents that must be associated with this posting. ***These required documents must be attached electronically at the time of application to be referred.*** Resume  
Cover Letter

Special Notes To Applicants UTSA is a tobacco-free campus.

This is a security sensitive position. Employment is contingent upon a successful background check.

The University of Texas at San Antonio is an Affirmative Action/Equal Opportunity Employer. Minorities and women and encouraged to apply.