

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Publications**

Job Code: **3232**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited university or college in Communications, Journalism or related field.	
Experience	Minimum of three years professional publishing experience in a communications environment researching, writing and editing copy for publications and other materials. Proficient in word processing and Web browsing software on a PC.	Publications management experience a plus. Hands-on graphic design and creative/art direction experience a plus. Experience with desktop and Web publishing software on a PC or Mac a plus.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Coordinator, Publications implements a broad range of publications projects; develops/researches, writes and edits copy for publications, media relations and other communications projects; and performs other duties as assigned.

Duties and responsibilities	% Time
Implement a broad range of publications initiatives such as the university magazine, annual report, brochures, advertisements and other projects. Includes developing/researching, writing and editing copy as well as assisting with creative conceptualization, project planning and coordination of efforts of freelance writers, photographers and designers.	40
Provide media relations support. Includes developing/researching, writing and editing news releases; taking photographs; responding to general media inquiries; and preparing an array of materials for the media.	35
Serve as the Communications liaison/coordinator for a variety of projects such as updating the general university section of the UHCL Catalog, providing editorial copy for university profiles in external publications, writing UHCL copy for UHS publications. Review print and electronic publications/ads targeted to external audiences to maintain graphic/editorial standards. Oversee universitywide compliance with mandates of the Texas State Publications Depository program.	15
Provide professional input on communications strategies and annual planning activities, and other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.