**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>1/9/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>3257</td>
</tr>
<tr>
<td>Job Title</td>
<td>Director, Academic Communications</td>
</tr>
<tr>
<td>Salary Grade/Structure</td>
<td>080 - Admin-Professional</td>
</tr>
<tr>
<td>Career Level Name</td>
<td>M3 - Middle Manager</td>
</tr>
<tr>
<td>FLSA Name</td>
<td>Exempt</td>
</tr>
<tr>
<td>EEO Code</td>
<td>10-Exec, Admin, Mgmt</td>
</tr>
<tr>
<td>Job Function</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Job Family</td>
<td>Academic Support</td>
</tr>
</tbody>
</table>

**Job Summary**
The Director, Academic Communications oversees all facets of academic communications for the University. Serves as a liaison between the Division of Academic Affairs and the University Marketing and Communications Office and facilitates the collection and dissemination of information from colleges, academic support areas, and University institutes allowing Academic Affairs to promote academic programs, faculty and student achievements.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

**Education**

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>Degree in Communications or a related field.</td>
<td>Required</td>
</tr>
<tr>
<td>Master's Degree</td>
<td></td>
<td>Preferred</td>
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**Work Experience**

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some</td>
<td>Minimum seven years of experience in communications, public relations, public information or journalism position.</td>
<td>Required</td>
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</table>
Knowledge, Skills and Abilities

<table>
<thead>
<tr>
<th>KSAs</th>
<th>Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge of professional writing standards and effective oral and written communication skills.</td>
<td>Proficient</td>
</tr>
<tr>
<td>• Knowledge of general office policies, procedures, and equipment.</td>
<td>Skilled</td>
</tr>
<tr>
<td>• Must be proficient in Adobe Creative Suite.</td>
<td>Proficient</td>
</tr>
<tr>
<td>• Skilled in reviewing and editing complex documents.</td>
<td>Skilled</td>
</tr>
<tr>
<td>• Proficient in Microsoft Office applications (Word and Excel).</td>
<td>Skilled</td>
</tr>
<tr>
<td>• Ability to communicate and work effectively with diverse teams.</td>
<td>Skilled</td>
</tr>
<tr>
<td>• Proven ability to meet short-term communication needs while developing strategic communication plans in a dynamic academic environment.</td>
<td>Skilled</td>
</tr>
<tr>
<td>• Must have the capacity to process complex material quickly and, from it, produce clear, concise and engaging copy under deadline pressure.</td>
<td>Skilled</td>
</tr>
</tbody>
</table>

JOB RESPONSIBILITIES

Campus Security Authority ☒
Remote Work Capable ☐

Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% TIME</th>
</tr>
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<tbody>
<tr>
<td>• Develops and manages a comprehensive internal and external communications program that raises the awareness and visibility of the Office of the Provost.</td>
<td>20%</td>
</tr>
<tr>
<td>• Plans and coordinates publications and communications, including newsletters, social media, and brochures.</td>
<td>20%</td>
</tr>
<tr>
<td>• Works with University Marketing and Communications to develop and implement strategic marketing, branding and image building campaigns and efforts to increase the awareness and visibility of the Office of the Provost.</td>
<td>20%</td>
</tr>
<tr>
<td>• Works to strengthen communications links with key community and governmental agencies and organizations as well as other key constituent groups.</td>
<td>15%</td>
</tr>
<tr>
<td>• Manages Office of the Provost web pages and provides content updates.</td>
<td>10%</td>
</tr>
<tr>
<td>• Oversees the day to day communication activities of all Office of the Provost units and sub-units.</td>
<td>10%</td>
</tr>
<tr>
<td>• Other related duties as assigned.</td>
<td>5%</td>
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</tbody>
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PRE-EMPLOYMENT

MVR: No
Criminal History: Yes
Physical Exam: No
Hearing Exam: No
Pulmonary Function Test: No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support
## Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Lifting</td>
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<td></td>
<td></td>
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<tr>
<td>Carrying</td>
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<td>X</td>
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<tr>
<td>Pushing</td>
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<tr>
<td>Pulling</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Climbing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balancing</td>
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<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Stooping</td>
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<tr>
<td>Kneeling</td>
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<tr>
<td>Crouching</td>
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<tr>
<td>Crawling</td>
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<tr>
<td>Reaching</td>
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<tr>
<td>Handling</td>
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<tr>
<td>Grasping</td>
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<tr>
<td>Feeling</td>
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<td>Talking</td>
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<tr>
<td>Hearing</td>
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<td>Repetitive Motions</td>
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<tr>
<td>Eye/Hand/Foot Coordination</td>
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## Working Environment

<table>
<thead>
<tr>
<th>Working Condition</th>
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<th>Rarely</th>
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<th>Constantly</th>
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<tbody>
<tr>
<td>Extreme cold</td>
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<tr>
<td>Extreme heat</td>
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<td>Humidity</td>
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<tr>
<td>Wet</td>
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<td>Noise</td>
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<td>Hazards</td>
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<td>Temperature Change</td>
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<td>Atmospheric Conditions</td>
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<td>Vibration</td>
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## Travel Requirements

<table>
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<th>Estimated Amount</th>
<th>Brief Description</th>
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