Part-Time Communications Assistant

# Job Details

Title: Part-Time Communications Assistant

Department: Office of Information Security

Organization Name: The University of Texas System Administration

Location: UT System Office Building

No. of Openings: 1

Hours per Week: 12-15 (Max 19.5 hours per week)

Hourly Rate: $12-14 per hour

Earliest Start Date: January 7, 2018

Benefits Eligible: No
Work Schedule: Flexible between Monday-Friday, 9:00 AM to 6:00 PM

# About U.T. System

Established by the Texas Constitution in 1876, The University of Texas System consists of fourteen institutions. The University of Texas System Administration (based in Austin, Texas and found on the web at [www.utsystem.edu](http://www.utsystem.edu)) is responsible for the central management and coordination of those institutions.

# About The Department

# The Office of Information Security (ISO) provides guidance and support to The University of Texas System’s eight academic and six health institutions in their efforts to establish and maintain information security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage or loss.

# Purpose of Position

# The purpose of this position is to assist with special event planning, develop[ping communications and training campaigns, and write, design, and organize content for training material, emails, brochures, flyers, websites, posters, and newsletters. This position will regularly provide support to all departmental staff, working very closely with the Senior Training & Communications Coordinator.

# Position Description

* Assist with planning special events.
* Assist with developing communications and training campaigns.
* Assist with the creation of content for training, brochures, flyers, websites, posters and newsletters.

# Required Qualifications

* High School diploma or GED
* Experience writing and editing
* Knowledge of computers, software, and general office operations
* Able to proofread for correct grammar and spelling
* Strong organizational skills
* Ability to stay on task with a minimum of supervision and seek input from supervisor as needed
* Ability to learn quickly by experience and instruction

# Preferred Qualifications

* Detail-oriented
* Ability to work with short deadlines and changing priorities
* Experience with graphic design software, such as Adobe Creative Suite.
* Experience and/or a major in an area such as communications, advertising, public relations, English or writing.

# More Information

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

The University of Texas System is an Equal Opportunity/Affirmative Action Employer.

# How to Apply

Send one email to bmendivil@utsystem.edu with the following, as specified:

* Subject Line should read as follows:

PT Communications Assistant –FirstName LastName

* Attach in Word or PDF the following File Attachments
* Resume
* Cover Letter
* References – 3 with contact information