# Communications Specialist III Standard Job Description

**Classification Title:** Communications Specialist III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Communications Specialist III, under general supervision, writes, edits, designs and assists in the production of informational and promotional materials, presentations and special events.

**Essential Duties and Tasks:**

**35% Content Creation and Production**

* Creates, edits, designs, and produces various communication materials such as brochures, invitations, advertisements, flyers, newsletters, speeches, and reports.
* Collaborates on drafting news releases and ensures their effective distribution.
* Designs graphic communications pieces within brand guidelines.
* Develops and refines templates for digital communications including social media, emails, and websites.
* Contributes to managing and organizing digital asset libraries.
* Enhances the multimedia presence of the organization or department through creative contributions.

**25% Project Support and Coordination**

* Supports project timelines and cost tracking, assisting with coordination efforts.
* Assists in developing and refining departmental communications plans, contributing creative input.
* Manages project planning and execution focusing on creative implementation.
* Manages tasks effectively within collaborative teams.
* Contributes creatively to articles, feature stories, and news releases.
* Publishes and updates content on organizational platforms and websites as part of a creative team effort.

**20% Social Media and Digital Content Creation**

* Supervises the management of social media channels, contributing creative content ideas and engaging with audiences.
* Contributes creatively to photography, video, and graphic design for digital and social media content.
* Implements creative strategies and trends in digital communications and analytics.
* Works closely with teams to create print and digital support materials.
* Contributes creatively to marketing plans through communication and promotional activities.
* Updates website content and participates in web projects with a focus on creative execution.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Strong written and oral communications skills.
* Demonstrated ability to successfully manage projects.
* Ability to work professionally and harmoniously in a service-oriented position.
* Self-motivation and ability to manage time efficiently, as well as make quick decisions, with minimal supervision.
* Critical thinking skills.
* Ability to collaborate successfully with internal and external teams.
* Proficiency/mastery with social media channels and emerging social media trends.
* Proven ability to create content specifically for social media communication.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**