Assistant Vice President, University Advancement/Managing Editor, Hillviews
Job Code 50010513

General Description
The person in this position is responsible for the planning and execution of Hillviews magazine and for assisting the president with speeches.

Examples of Duties
Assist the president in communicating with various audiences by preparing remarks or talking points appropriate for audience, researching statistics and quotes.
Plan Hillviews content; work with advisory board, UNS Media Liaison Team, UA Executive Team, UA Leadership Team, others to generate ideas for Hillviews; oversee budget
Write certain content for Hillviews, solicit other writers, assure their adherence to deadlines, edit their copy.
Solicit photographers for Hillviews, select photography, work with designers and outside printer to produce Hillviews.
Assist VPUA and other UA directors in planning, implementations and evaluation of division’s work through UA Leadership Team meetings, UA Executive Team meetings, work on capital campaign, phone and e-mail communication.

Knowledge, Skills, and Abilities
Knowledge of: Various Texas State, local and federal laws; basic graphic design; current events
Skill in: Motivating and working as a team with writers and designers; establishing rapport with printers, community and readers; problem solving and decision making; computers and presentations.
Ability to: Understanding, interpreting, retaining general information; advanced conversation in English with good grammar

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements