



Position Description Communications Assistant

Responsibilities

- Performs daily updates and researches trends in social media sites.
- Desktop publishing/graphic design with Adobe Creative Suite software among others.
- Ensures posted information is current.
- Represents Campus Recreation at various UTSA programs including staffing information tables and providing materials for distribution at the table.
- Ability to assist Campus Rec webmaster with the Campus Recreation website.
- Performs other duties as assigned.

Expectations

- Organized, responsible, and detail oriented.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Outstanding communications skills (verbal and written).
- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- First Aid, Adult CPR and AED certified.
- Comfortable with Adobe Creative Suite and other design applications.

Working Conditions

- Maximum hours allowed per week are 19 (average 15).
- Work will take place on the 1604 Campus in the Recreation Center.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.50/hour