



Position Description Marketing Coordinator

Responsibilities

- Acts as an assistant to the Assistant Director of Marketing and Communications.
- Coordinates the activities of other marketing student employees.
- Manages the daily activities of other marketing student employees under the direction of the Assistant Director of Marketing and Communications.
- Involved in the brainstorming of ideas and in the design of various promotional materials .
- Desktop publishing/graphic design with Adobe Creative Suite software among others.
- Designs literature and signage promoting various Campus Recreation events, activities, and programs.
- Places literature and signage in designated areas of campus.
- Represents Campus Recreation at various UTSA programs including staffing information tables and providing materials for distribution at the table.
- Performs other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.25.
- The ability to make professional decisions for everyday and emergency situations
- Leads by example and takes initiative.
- First Aid, Adult CPR and AED certified.
- Familiar with the basic principles of art and design
- 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 and Downtown Campus
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00/hour