Business Office Assistant

The UTSA Student Union is committed to ensuring our employees are trained and prepared to perform their assigned tasks with courtesy and urgency at the heart of student life. Hiring priority will be given to students who fit the Student Union’s Customer Service standards. The Student Union is looking for applicants that are creative, motivated, and excited to develop their skills and strengths.

**Position Summary**
Business Office Assistants are responsible for providing clerical and administrative support to the Business Office to maintain an efficient office environment. They must be self-motivated learners, efficient problem solvers and have the ability to multitask in a fast-paced environment.

**Minimum Qualifications**
- Enrolled in a degree-seeking program at UTSA with a maintained minimum overall GPA of 2.0.
- Exceptional customer service skills.
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint).
- Ability to lift at least up to 30lbs either individually or with assistance.

**Position Responsibilities**
- Provide general office support including answering telephones, filing, making copies, scanning and sending faxes.
- Assist in the Student Union hiring process.
- Assist with daily deposits and event payments, as well as other confidential and important documents.
- Create and maintain tracking spreadsheets for Student Union financial transactions.
- Work independently and demonstrate efficient time management skills.
- Use critical thinking skills in providing resolution to employee and customer inquiries.
- Monitor and maintain office supplies.
- Reports to the Accounting Technicians, Student Union Business Manager and Staff respectively.

**Expectations**
- I am responsible for reading the Student Union Handbook, and acknowledge that I will abide by the policies and information detailed in this guide.
- I understand the Mission, Vision and Core Values of the Student Union, and agree to abide by these guiding principles.
- I will be accountable for excellent customer service, including being professional and courteous at all times.
- I will work in a professional manner, especially when working with limited supervision. I will arrive to work and meetings on time, wear the proper uniform, and behave appropriately while on shift.
- I will demonstrate critical thinking to make timely decisions related to my position, in alignment with the UTSA and Student Union HOP.
• I will be an active leader by taking initiative and personal responsibility for my actions and goals.
• I understand that I may not eat/drink, use headphones, study, talk/use my cell phone for personal use, or use the internet for non-work-related purposes during my shift, unless otherwise approved by my supervisor.
• I will make safety within the Student Union a continual priority during my daily responsibilities.
• I will attend all required staff meetings and training/professional development sessions conducted by the Student Union and/or my specific work area.
• I will communicate any scheduling changes or concerns with my position to my direct supervisor including, but not limited to, missing my scheduled shift, being late for my shift, taking a break, or concerns with my course load.
• I will make every interaction positive and go the extra mile.
• I will embrace diversity and respect cultural and personal differences.
• I understand that my role within the Student Union is a professional position and that I am expected to take my position as seriously as any off-campus position.
• I will take pride in my position, the Student Union and UTSA, and will represent the Student Union in a positive and professional way.

Schedule
• Students may work a maximum of 19 hours per week (15 hours average). Shifts may include day, evening and weekend hours.
• Students are expected to work their scheduled shift, arrive on time, and be responsible for monitoring appropriate use of time.

A copy of these expectations will be provided to you as well as placed in your personnel file. All policies and procedures may be found in the Student Union Student Employee Handbook (http://www.utsa.edu/studentunion/student-jobs.html)

Print Name: ____________________________

Signature: ____________________________  Date: _______________