Administrative Assistant

The University Center 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. UC staff must exemplify the UC mission, vision and values by being professional, courteous, positive and ethical in every interaction and task. Hiring priority will be given to students who fit the UC Customer Service standards. The University Center is looking for applicants that are creative, motivated, and excited to develop their skills and strengths.

Position Summary
Administrative Assistants are responsible for providing clerical and office support to the assigned area with accuracy, urgency and with positive and superior service. We are seeking a capable, self-motivated, hardworking individual with exceptional problem-solving skills who enjoys learning and working in a fast-paced setting on a variety of tasks. The position will be responsible for assisting full-time staff on a variety of tasks to include word processing and spreadsheet maintenance, appointment setting, staff scheduling, completion and submission of forms, and other general office duties.

Minimum Qualifications
- Enrolled in a full-time degree seeking program at UTSA with a minimum overall GPA of 2.0
- Exceptional customer service skills.
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint).
- Keen critical thinking skills.

Position Responsibilities
- Present at required University Center orientations, trainings, and other student workshops and events.
- Provide clerical office support including data entry, answering telephones, filing, word processing, spreadsheet maintenance, business writing, and copies and faxes.
- Coordination of full-time staff calendars to set meeting appointments with internal and external partners.
- Customize and maintain spreadsheets specific to the assigned area (e.g., inventory, contact lists).
- Complete office forms with accuracy as needed for full-time staff.
- Offer assistance and information to other UC areas for the assigned area.
- Perform related duties as assigned.

Expectations
- Ability to work with minimal supervision.
- Presents a professional appearance and positive attitude.
- Works well with a diverse groups with a team approach.
- Ability to use critical thinking skills, good judgment and advanced communication skills.
- Ability to work with urgency to deliver exception customer service.
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.