Business Office 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**
Business Office Assistants must be self-motivated learners, efficient problem solvers, and enjoy multitasking in a fast-paced environment. Student assistants must exemplify the UC mission, vision and values being professional, courteous, positive and ethical in every interaction and task.

**Minimum Qualifications**
- Enrolled full-time in a degree seeking program at UTSA with a minimum overall GPA of 2.0
- Exceptional customer service skills

**Position Responsibilities**
- Present at required University Center orientations, trainings, and other student workshops and events.
- Provide excellent customer service in person and over the phone
- Have a professional attitude
- Ability to work independently
- Assist with daily deposits and event payments, as well as other confidential and important documents
- Maintain tracking spreadsheets for UC financial transactions
- Filing, maintaining office supply inventory, and other clerical tasks
- Assist with the upgrading of brochures, flyers, and banners for programs and services
- Perform related duties as assigned within a timely manner
- Reports to the BO Managers, Accounting Technicians, and the UC Business Manager, respectively
- Start and assist in the University Center hiring process
- Utilize the Microsoft Office, Trello, QuickBooks and other computer skills in completing daily tasks

**Expectations**
- Ability to be detail-oriented
- Presents a professional appearance and positive attitude
- Works well with a diverse groups with a team approach
- Ability to use critical thinking skills and advanced communication skills
- Ability to work with urgency to deliver exception customer service
Business Office Assistant

**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.