Roadrunner Express Associate

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**
Applicants must be detail-oriented, self-motivated learners, efficient problem solvers, and enjoy multitasking in a fast-paced, retail environment. Applicants 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 GPA of 2.0
- Exceptional customer service skills

**Position Responsibilities**
- Present at required University Center orientations, trainings, and other student workshops and events.
- Reports to the RRXP Managers, Accounting Technicians and Staff respectively
- Ability to work independently with a professional attitude
- Provide excellent customer service in person and over the phone
- Assist customers with sales transactions
- Assist with maintaining store inventory levels and cleanliness
- Assist with the upgrading of brochures, flyers, and banners for programs and services
- Work tabling events and other special events
- Perform related duties as assigned within a timely manner

**Expectations**
- Ability to be detail-oriented
- Present a professional appearance and positive attitude
- Work 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 exceptional customer service
- Provide RRXP Managers and Accounting Technicians an advanced notice if unable to meet work schedule

**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.