

The University of Texas at San Antonio

Job Description

Job Title: Activities Assistant
Code: 13490
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the clerical and procedural duties related to group and individual activities for the department.
- Scope: Responsible for providing routine supervision and assistance of departmental activities and events.

Duties

- Typical:
 1. Answers questions and disseminates information regarding departmental procedures and/or activities.
 2. Provide general office support such as: greet office visitors, receive and sort/deliver mail, and make copies.
 3. Aid staff members at sponsored events and activities.
 4. Provide information to parents and participants
 5. Maintain student and participant files; create new files as needed.
 6. Assist with organizing activities and events
 7. Performs other duties as assigned.
- Periodic:
 1. Monitor and/or chaperone participants.
 2. Follows all rules and protocols associated with traveling trips.
 3. Participate in field trips.

Education

Required	Preferred
High school diploma or GED.	N/A

Other Requirements

Required	Preferred
Excellent customer service skills.	
Demonstrated ability to use tact, diplomacy and discretion in all matters.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
None.	Related experience or employment in university, high school, intramural or city recreation programs.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A
Equipment specific to recreational facilities.	

Working Conditions

Usual	Special
General recreational facility and equipment room environment.	Regularly requires evening and weekend hours.
Work varies in outdoor, gym and shop environments.	
Must be able to routinely lift 75 lbs. with or without accommodation.	
Work involves moving bleachers, tables, chairs, equipment, merchandise and storage boxes.	

Supervision

Received	Given
General and specific instructions.	General supervision of students, volunteers and assigned staff.
Detailed instruction and close supervision for new and semi-skilled duties.	

Accuracy

Accuracy and knowledge of rules and regulations pertaining to facilities.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification

may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.