



Position Description Marketing Assistant

Responsibilities

- Posts literature and signage promoting various Campus Recreation events, activities, and programs
- Ensures posted information is current.
- Represents Campus Recreation at various UTSA programs including staffing information tables and providing materials for distribution at the table.
- Involved in the brainstorming of ideas and in the design of various promotional materials
- Light desktop publishing with Adobe Creative Suite software among others
- Assists administrative office staff with daily office operations.
- Performs other duties as assigned.

Expectations

- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- The ability to make professional decisions for everyday and emergency situations
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place on the 1604 Campus in the Recreation Center.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.00/hour