



Position Description Student Office Assistant

Responsibilities

- Assist with Campus Recreation administrative office operations.
- Responsible for assistance with maintaining Campus Recreation office records.
- Maintain electronic copies of Campus Recreation paperwork; scan forms and documents to save as electronic files.
- Assist patrons at the reception desk.
- Professionally answer phones and take messages.
- Daily errands to deliver departmental paperwork and pick-up department mail.
- Represent Campus Recreation at various UTSA programs including staffing information tables and providing materials for distribution at the table.
- Complete required forms completely and legibly.
- Perform other duties as assigned.

Minimum Qualifications

- Must be currently enrolled at UTSA, with a minimum GPA of 2.0.
- Working knowledge of desktop publishing software.
- Previous customer service work experience.
- First Aid, CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place at the 1604 and Downtown campuses.
- Work shifts are from 8am-5pm, Monday-Friday.

Pay Rate

- Starting pay: \$8.00/hour