



Are you self-motivated, responsible, and team-oriented? Are you looking for a job that develops technical and event management skills in a fun recreational environment? Look no further, we are looking for you!

Facilities and Events Assistant

This position is responsible for providing custodial maintenance and assisting with special events in the Recreation Center and Recreational Field Complex.

WHAT WE PROVIDE

- Up to 19 hours per week. Flexible work schedules (morning, afternoon, evening, night, and weekend shifts) that accommodate the university operating schedule.
- Dynamic position specific and marketable skills training
- An inclusive working environment where you can connect with other Roadrunners
- Opportunities for promotion to supervisory and other leadership positions
- Focused leadership development opportunities
- Hands on training and ongoing professional development

KEY RESPONSIBILITIES

- **Accountability:** Provide general custodial maintenance to include cleaning, disinfecting, sweeping, dry and wet mopping, dusting, scrubbing tile, washing windows, emptying waste/recycling receptacles, fitness rooms, restrooms, and locker rooms.
- **Collaboration:** Work with the Assistant Director in the performance of special event supervision and facilitation in the Recreation Center and Recreational Field Complex. Enthusiastically collaborate with special event guests during the duration of their event.
- **Customer Service:** Ensure a memorable experience by monitoring the special event and anticipating guest's needs. Provide great customer service and effectively communicate with guests and staff.
- **Leadership:** Lead others through set-ups and teardowns when performing special event support.
- **Safety:** Ensure safety of guests by inspecting the facility, analyzing issues, and reporting unsafe conditions to Facility Manager or Assistant Director.
- **Communication:** Clearly articulate and enforce Campus Recreation policies and procedures.
- **Resolve Conflict:** Be able to listen, understand, and work through situations when needed.
- **Teamwork:** Work with others when conducting emergency evacuations.

WHAT YOU PROVIDE

- Currently enrolled student at UTSA with a minimum overall GPA of 2.0
- Appropriate role model behavior always – set the example for peers
- Be able to pass the State of Texas criminal background check
- Obtain First Aid, Adult CPR, and AED certifications within first 30 days of employment
- Completion of UTSA student employee compliance training and any additional certification/training required by the department and university

YOU WILL THRIVE IN THIS ROLE IF YOU:

- have a great attitude and desire to be a part of a team,
- enjoy hands-on learning,
- possess a high level of flexibility and adaptability, and
- have a strong sense of responsibility and high follow through.