



**Are you self-motivated and team oriented? Are you looking for a job that allows you to move about and interact with others? Look no further!**

## **Marketing Assistant**

This position is responsible for general marketing and communication projects. As an employee, you will have the opportunity to develop professional skills and make new friends in a fun and flexible working environment.

### **WHAT WE PROVIDE**

- Starting pay: \$10.00/hour
- 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. Opportunity to apply for Professional Development Funds for CEUs and certifications.
- An inclusive working environment where you can connect with other Roadrunners
- Opportunities for promotion to supervisory and other leadership positions
- Focused leadership development opportunities

### **KEY RESPONSIBILITIES**

- **Communication:** Educate community about Campus Rec through information tables. Identify marketing needs and share with the team. Listening to design feedback and working to adjust/improve accordingly.
- **Accountability:** Print, laminate and post marketing materials by set deadlines.
- **Work well with others:** Participate in collaborative work the Assistant Director and Marketing Assistants, in barnstorming of ideas and design of various promotional materials.
- **Safety:** Work with others to execute risk reduction measures and provide care in emergency situations.
- **Resolve Conflict:** Be able to listen, understand, and work through situations when needed.

### **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
- 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.