Are you self-motivated and team oriented? Are you looking for a job that assists in developing your technical and design skills in a fun inclusive environment? Look no further!

Marketing Assistant – Graphic Designer
This position is responsible for general marketing and communication projects with a specialization in graphic design. 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
• Accountability: Design inclusive marketing materials following UTSA brand guidelines 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.
• 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.
• 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
• Submission of work samples/portfolio
• Basic knowledge of Adobe Photoshop and/or Illustrator
• 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.