



Are you self-motivated and team oriented? Are you a social media guru and looking for a job that assists in developing your technical and design skills in a fun inclusive environment? Look no further, Campus Recreation has the job for you?

Marketing – Social Media Assistant

This position is responsible for general marketing and communication projects with a specialization in social media. 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

- 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
- Hands on training and ongoing professional development

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 brainstorming of ideas and design of various social media content.
- **Communication:** Educate community about Campus Rec through information tables. Appropriately answer social media comments and messages. Identify social channel 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
- Experience managing social media accounts
- 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.