



Are you organized, detail and team-oriented? Are you looking for a job that develops communication and leadership skills in a fun recreational environment? Look no further, we are looking for you!

Office Assistant Description

This position is responsible for assisting with the day-to-day operations of the administrative office and providing direct support to the professional staff.

WHAT WE PROVIDE

- Up to 19 hours per week. Flexible work schedules (Mon-Fri 8am-5pm) 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:** Responsible for assisting in various administrative procedures in accordance with all university and departmental policies.
- **Customer Service:** Serve as the first point of contact in the Administrative Office suite. Assist patrons and professional staff effectively and professionally, in person, via email and phone.
- **Communication:** Effectively communicate in person, via phone and email regarding Campus Recreation inquiries.
- **Responsibility:** Familiarize themselves with all Campus Recreational programs, events, policies and procedures and refer to appropriate points of contact for further assistance.
- **Teamwork:** Work collaboratively with office assistant team and other professional staff. Be willing to assist with departmental projects and events, when needed or requested.
- **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
- 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.