To assist with the development, planning, facilitation, and assessment of the department’s student learning initiatives. This position reports to the Senior Associate Director for Member Services and Student/Professional Learning.

**Position Responsibilities**

- Assist with the development, facilitation, and assessment of student staff trainings;
- Lead the planning, implementation, and assessment of the Emerging Leaders Institute;
- Assist with the development of resources for the department’s leadership model and marketable skills learning outcomes;
- Contribute to the creation of and facilitate innovative curriculum for training and development that supports students’ leadership and career-ready skill development;
- Assist with agenda development and leading student management team meetings;
- Create, update, and maintain departmental manuals for student staff;
- Assist with conducting and analyzing data from exit interviews of student employees;
- Assist with advising the Pro Rec club;
- Participate in professional staff meetings and staff development activities sponsored by the department and division;
- Assist with, support, and participate in departmental events;
- Attend or complete UTSA and Campus Recreation required trainings and workshops;
- Attend monthly Student Life Graduate Assistant meetings;
- Represent Campus Recreation in the campus community via committees and participation in university functions and events;
- Perform additional duties as assigned.

**Departmental Responsibilities**

- Present at least once a semester at staff trainings.
- Serve on at least two departmental committees.
- Assist with the planning and execution of one large-scale departmental event.

**Minimum Qualifications**

- Bachelor’s degree in education or similarly related field.
- Enrolled in a degree seeking graduate program at UTSA.
- Successful completion of criminal background check.

**Experience**

- Working knowledge of Microsoft office suite.
- Experience presenting and facilitating.
- Excellent written and language skills and the ability to work with diverse groups.
Compensation
• $16.35/hour up to 20 hours/week
• 50% of health insurance premium paid.
• Financial assistance provided for professional development conferences/workshops.
• UTSA is unable to provide out-of-state tuition & fee waiver.

Application Process
• Submit a letter of interest, resume, and three references to Victoria Lopez-Herrera, Senior Associate Director.

Questions
Contact 210-458-8271 or victoria.lopez-herrera@utsa.edu

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